SirsiDynix Symphony Training Guide

Cataloging and Authority Control

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Introduction

The main goals of a library's cataloging and authority control department(s) are to create records for items and maintain bibliographic control over the collection.

A catalog is the core of the SirsiDynix Symphony database. It contains all the bibliographic and physical item information in the system. Conceptually, the catalog can be viewed as a complete shelf list.

Authority control standardizes terms used in the bibliographic description of items in the catalog. It can provide cross references to improper forms of the terms, related terms, scope notes, and other information about the heading. Headings under authority control are conceptually the same as the Subject/Title/Author access in a traditional card catalog.

This Cataloging training guide is designed to explain how the WorkFlows Cataloging module manages title control data, bibliographic descriptions, and volume and item information.

This guide can accompany instructor-led training. It can also be used as review, reference or an independent study document.

The Cataloging training guide comprises eleven sections and four appendices. Below is a short summary of each:

- **Overview**. Discusses the SirsiDynix Symphony catalog record structure and the three types of cataloging that can be done in the system.

- **Record Editor**. Outlines how the record editor works and the different bibliographic record displays that can be set by staff.

- **Title Maintenance**. Reviews the process for adding, modifying, duplicating, and removing titles.

- **Call Number Maintenance**. Details the steps taken to add, edit, and remove call numbers and item records.

- **Item Maintenance**. Discusses how to add and modify item records. It also covers how to modify a group of items in batch.

- **Special Cataloging Functions**. Outlines the creation of bound titles and how to transfer catalog records.

- **Copy Cataloging Using SmartPort**. Details the steps taken in copy cataloging using a Z39.50 connection.

- **Loading Records Using Reports**. Describes the process of loading and importing catalog records in batch.

- **Cataloging Features**. Reviews the process of adding, modify, and removing MARC holding records. It also discusses how to put items into and remove items from the shadow catalog.

- **Label Designer**. Discusses how to create a label template and then print catalog labels on demand or in batch with a report.

- **Authority Control**. Outlines the structure of the authority database, the three types of authority control, and the process of adding, modifying, duplicating, and removing authority records. It also covers several authority reports.

- **Appendix A: SmartPort**. Details the process of capturing and loading authority records, saving and emailing records, and additional helpers available in SmartPort.

- **Appendix B: Load Bibliographic Records Report**. Reviews the load options within the report, using the 949 for copy processing, different loading variations, and system messages seen in the finished report.

- **Appendix C: Loading Authority Records**. Outlines the process of loading authority records in batch.

- **Appendix D**: **Cataloging Practice Exercises**.

Using This Training Guide

This guide has been designed for use during a SirsiDynix instructor-led training. It also has been designed to be used as a reference work for the class. Icons are used throughout the manual for different purposes. The purpose of each icon is described below.

This icon denotes additional helpful information.

This icon is a warning. Pay special attention to this information!

This icon indicates reference information available in another manual or to another chapter within this manual.

This icon directs you to the SirsiDynix Symphony online Help file where you can find additional or related information.

Help Files

The SirsiDynix Symphony system comes with an extensive set of online Help files. Every toolbar in your SirsiDynix Symphony system has a Help icon (a purple book with a yellow question mark on it). You can access Help files through the toolbar icon, from the Help option on your menu bar, or by pressing the F1 key when within SirsiDynix Symphony.

Help files are organized either context sensitive material information with the current window, or topically through a table of contents:
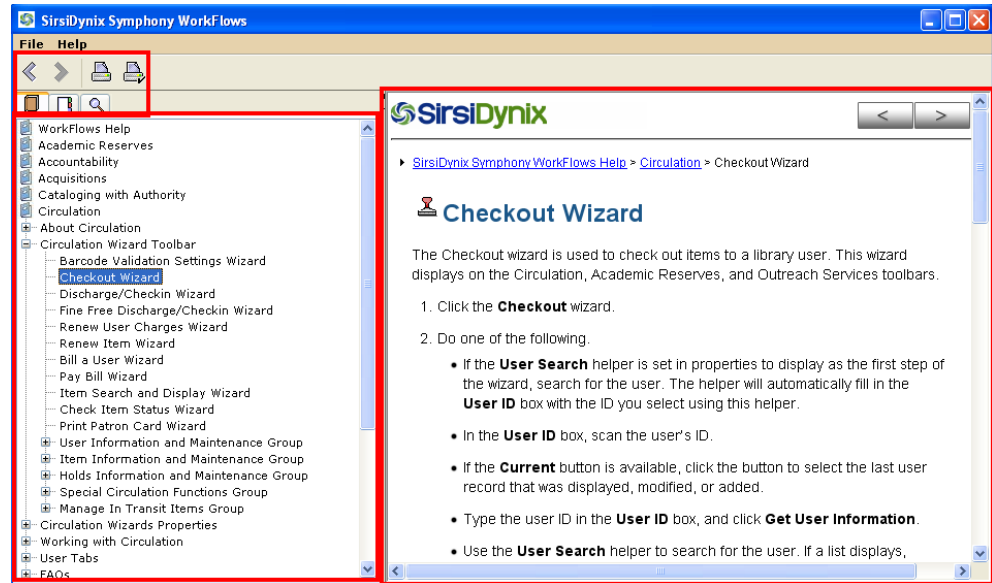
The Help File screen has been divided into three parts for explanation:

- Icons are available to move forwards and backwards through the Help topics, to print, to access an index, and to search.

- Information is organized topically in the left-hand window. Click on a plus sign (+) to open a folder; click on a minus sign (-) to close it.

- The Help file is presented in the right-hand window. The information in the Help file assists in understanding more about software functionality and how to perform relevant workflows.

When you need help with a task, consult the online Help Files first. Your online Help files are a comprehensive information set of SirsiDynix Symphony WorkFlows.

Overview

In this section you will learn to:

- Understand the catalog record structure in SirsiDynix Symphony

- Identify the three types of cataloging.

Catalog Record Structure

A thorough understanding of the SirsiDynix Symphony catalog record structure is necessary for successful cataloging. The following discussion of the catalog record focuses on elements of the record of particular interest in technical services work. For more information on searching and displaying catalog information, see the Essential Skills training guide.

A catalog record may include the following types of information:

Title or Catalog
Fixed Fields
Bibliographic Data
(Title Author, Subject)

Call Number or Volume
Call Number
Class Scheme
Library

Item
Item ID/Barcode
Item Type
Location
Price

Call Number or Volume
Call Number
Class Scheme
Library
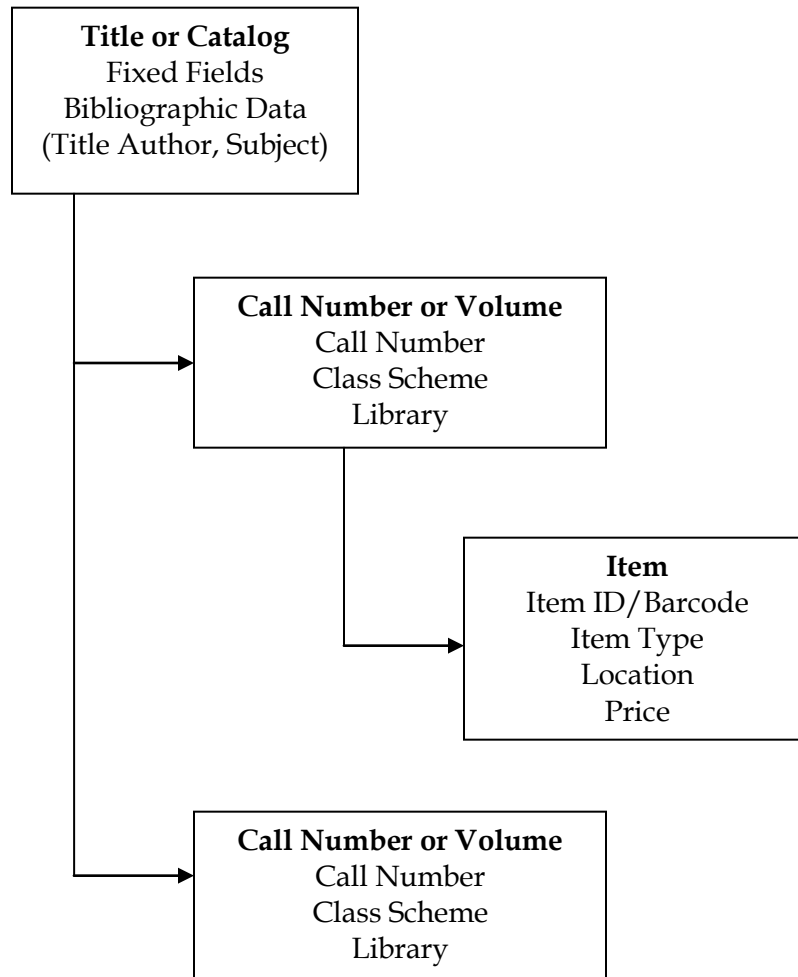
All catalog records in SirsiDynix Symphony must contain the title and call number levels. These two levels of information can exist without the item level. For example, when a title is on order, its title and call number level records might be in place before an item is present. When an item is not present, SirsiDynix Symphony requires a unique call number because it lacks a unique item ID or barcode. In the different ways you can create title and call number information in the system, you can easily assign unique call numbers with each method.

Bibliographic Tab

Information that displays on the Bibliographic tab is common to all volumes and items of the title, and is used primarily to describe a bibliographic record. The Bibliographic tab's variable length tags (Entry IDs) contains data that is indexed for keyword searching and browsing. The fields that display are based on the Record Format defined on the **Control** tab. The default format is determined in the *Add Title* wizard properties.

Fixed Fields

Fixed fields are part of a MARC 21 bibliographic record description. In MARC 21, these fields are found in the Leader, Directory, and 001-008 tags of the bibliographic record. Fixed fields contain codes identifying specific features of the title being described. Fixed fields can be used across bibliographic and authority MARC 21 formats, but may have different functions in different formats.

Bibliographic Info

All formats have variable length fields for descriptive information. Some of the Leader and Directory information, as well as other non-modifiable fields, display in the Bibliographic Info section. Each entry has an entry ID, indicators, and variable length data fields. Entry IDs correspond to MARC tags.

Control Tab

Information on the **Control** tab, which is part of the title-level record, is primarily used "behind the scenes" to administer and maintain the catalog, authority and review data files. Information on the control tab is common to all volumes and items associated with the title.

Basic Title Information

- **Title control number**. This is the primary SirsiDynix Symphony identification number for a title record. It can also be used as a match point when creating or overlaying bibliographic records.

- **Record format**. This is the catalog format, not the physical format of the material being cataloged. The record format determines which fixed fields and catalog entries display on the **Bibliographic** tab. The MARC format, corresponding with MARC 21 standards for monographic works, is the most commonly used record format.

- **Number of volumes**. The system-supplied value in this field is generated from the number of volumes, or call numbers, associated with the title record.

Title Creation

- **Created by**. Reflects the User Access policy of the login that created the record.

- **Date cataloged**. Used often for batch load matching purposes. A date in this field could be used to determine if the record is eligible to be overlaid, depending on the batch loading selection criteria. This date can be created or changed when a record is loaded, or edited to a specific date manually.

- **Date created.** Reflects the date that a title was entered into the catalog. Any titles added to the catalog are immediately searchable in the keyword index.

For new SirsiDynix Symphony installations, Date Created reflects the date that the records were loaded into the new database; the Created by field shows "BATCH." Records loaded in subsequent batch loads reflect the User Access policy that loaded those records.

Title Modification

- **Modified By –** The user access of the operator who is currently modifying the record. You can enter another login name in this field, or select a valid user from the list.

- **Date Modified –** The date the record was last modified. This information is automatically updated by the system. NEVER is the value for records not modified since creation.

- **Previously Modified By –** The user access of the operator who most recently modified the catalog or authority record.

The **MARC Holdings** tab is typically used for cataloging serials. For more information, see the section that discusses MARC Holdings records on .

Call Number/Item Tab

The **Call Number/Item** tab displays all items associated with the title. Information that displays on this tab is specific to a single volume and/or copy of the title.

Three levels of information are available on this tab in a hierarchical structure (tree view) on the left of the window.

Detailed title-level information appears on the **Bibliographic** tab described previously. On this tab, the title simply acts as a placeholder.
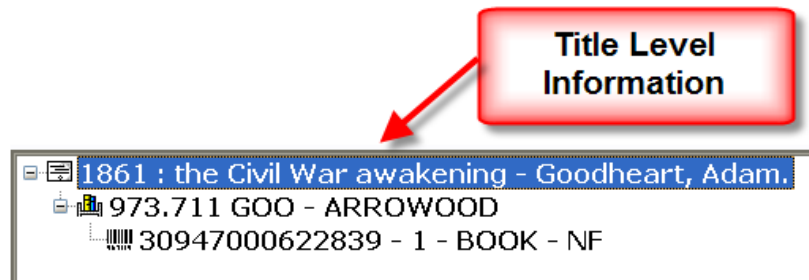
When you select the call number level information, detailed call number information displays in the right pane (as shown in the illustration on the next page).
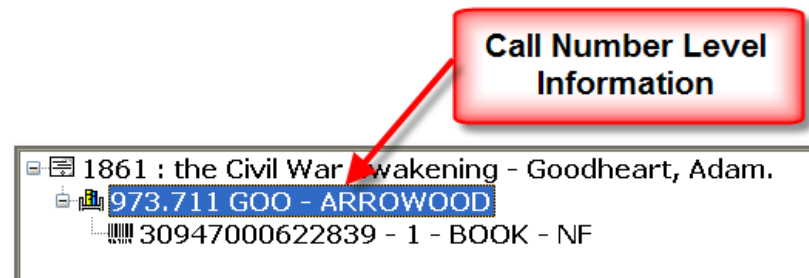
When you select the item level information, detailed information about this item displays in the right pane (as shown in the illustration on the next page).
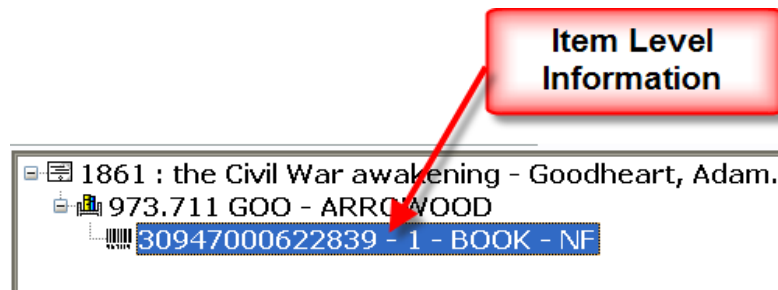
Call Number Information
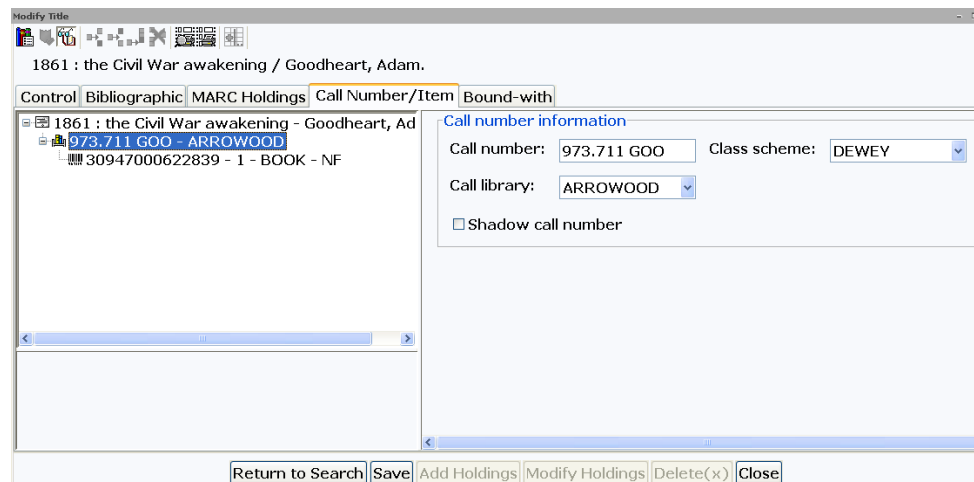
- **Call number** – This value may or may not reflect a call number field in the bibliographic record depending on your local preferences.

- **Class scheme** – The value of class scheme controls how call number is treated including the display of the call number. This value must be selected from the list. The list that displays is based on the Classification policy that defines capitalization rules, sorting rules, and ascending or descending order.

- **Call library** – This value represents the owning library for this call number. Each library must have its own call number record, even if the call number values are identical.

- **Shelving key** – This field displays the correct version of the call number used for sorting. This box appears only if you selected the Show Shelving Key option on the Defaults window.

- **Shadow call number** – If you click this check box, SirsiDynix Symphony hides this call number in the OPAC. As a note, if you shadow the last call number of a title, Symphony automatically shadows the title from the OPAC.

The structure of a multivolume work is represented by individual volume or call number records where the |z value differs.

Item Information

You can link each call number to one or more item records. Each item record represents one physical copy or barcode in the collection.

We will discuss some fields on Item information below. For complete information about the Item Information fields, see the WorkFlows online Help file.

- SirsiDynix Symphony requires a unique Item ID to save an item record.

If the barcode of an item is not known (for example, when creating a title for items that are not usually barcoded), you can auto-generate an item ID, which will consist of a hyphenated numerical value representing the number of titles in your collection, such as 94485-1001. To auto-generate an item ID, type AUTO in this field if this property has not already been set on your workstation.

- The item **Type** and **Home Location** fields display the default values selected on the Set Properties page. You may change these values to reflect the material in hand.

Current location of an item could be same as its home location where the item is currently in its home location (collection). As circulation activities occur with an item, its current location changes for example, to CHECKEDOUT or HOLDS. You should not directly edit information in the Current location field.

- **Item Category 1** is an optional statistical reference field. Your library may or may not have chosen to use this field.

- **Item Category 2** is used to qualify items by reading level for inclusion in SirsiDynix's Kids' Library graphical OPAC feature. Be sure to set the Item Cat2 flag to Juvenile to make your items visible in Kids' Library.

- **Media Desk** is an element of the SirsiDynix Symphony Materials Booking module. This field is optional unless you are booking this item.

- Setting the **Number of Pieces** field to a value other than 1 has an impact at the circulation desk. When checking an item in or out, circulation staff will be asked to confirm with an override that all elements of a multipart set are in place.

- **Price** can be based on either the value in the 020 of the bibliographic record or on an actual price paid for the item. The price listed in the Price field is the price used to bill for lost items in circulation.

- **Permanent** indicates whether the item is part of your library's permanent collection.

- **Circulate** allows items that would normally not circulate, by system-generated circulation rules, to be charged with an override.

In the Extended info section, you can enter notes about this particular item. You can view all three types of notes in the item-level record in WorkFlows. PUBLIC Notes are also visible to patrons when viewing the record in the OPAC.

If items are not associated with a call number, only call number information will display in the **Call Number/Item** tab.

Search and Display for Catalogers

Default Search Type

A Title search is WorkFlows' Item Search and Display default search type. You may want to change the search type to General, which searches every indexed field of the record. Using this search type, you can limit a search to a particular entry ID in a bibliographic record by enclosing that value in braces.

To access the default search type, point to the wizard's toolbar button, right-click, and then click Properties on the shortcut menu. We will discuss saving these defaults later in this guide.

The catalog process usually begins with a search of the local catalog to determine that another record does not exist for the material in hand. You can execute this type of search using the General index. For example:

9781568580104 {020}

searches the 020 field for that ISBN. Entering the ISBN number without specifying the tag may display other irrelevant records because the searched the value might occur in a different MARC tag.

Although, the administrator can also create an ISBN index that will appear in the Index drop down of the *Item Search and Display* wizard.
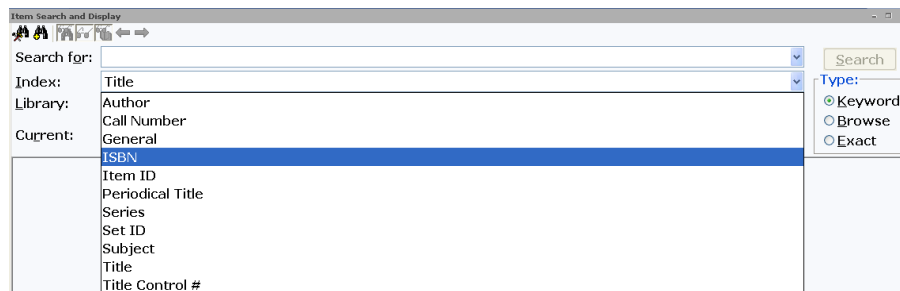
Diacritics

To work with diacritics, click **Tools** in the WorkFlows menu, and then click **Symbol Table**.
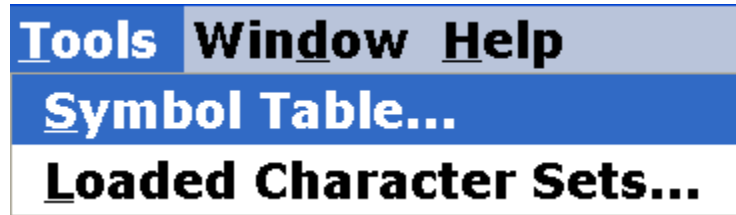
For more information about entering diacritics in the cataloging process, refer to page 29 of this guide.

Type of Cataloging

There are three ways to create catalog records in SirsiDynix Symphony.

Original cataloging ("at the keyboard") using Cataloging wizards

Understanding the three-part hierarchical structure of the catalog record and corresponding wizards is important. Even if you typically obtain MARC records from vendors, you may need to create records for local publications for which no other MARC records exist using the *Add Title* wizard. A discussion of this procedure begins on [page 24](#).

You will also need to use the *Call Number and Item Maintenance* wizard or the *Add Item* wizard to maintain item level information and add additional copies of materials to the collection.

Via SmartPort

SmartPort uses the Z39.50 protocol to search remote catalogs and import bibliographic information to your server a single record at a time. SmartPort creates only title and call number level records. You must add items manually using the *Add Item* wizard. We will discuss this procedure in detail in Copy Cataloging Using SmartPort on [page 103](#).

With the two-part Marc Import and Bibload report batch-load process

The first part of the process involves importing a file of bibliographic records to your server; the second part of the process uses a report to load those records into the library catalog according to your specifications. Your choices in running the report determine if SirsiDynix Symphony uses holdings information from the title records to create items. We will discuss this procedure in detail in "Loading Records Using Reports" on [page 119](#).

This guide explains all three methods, but your local cataloging needs and practices determine which methods you will use most often.

Record Editor

In this section, you will learn to:

- Understand how the Record Editor works.
- Change bibliographic record display options.

Overview

The Record Editor simplifies the input of bibliographic data by providing lists of appropriate codes for fixed fields, indicators, and subfields. It also displays an alternate, expanded view of indicator and subfield data. The Record Editor presents MARC 21 definitions for most MARC elements.

The following wizards use the Record Editor:

- Add Title
- Modify Title
- Duplicate Title
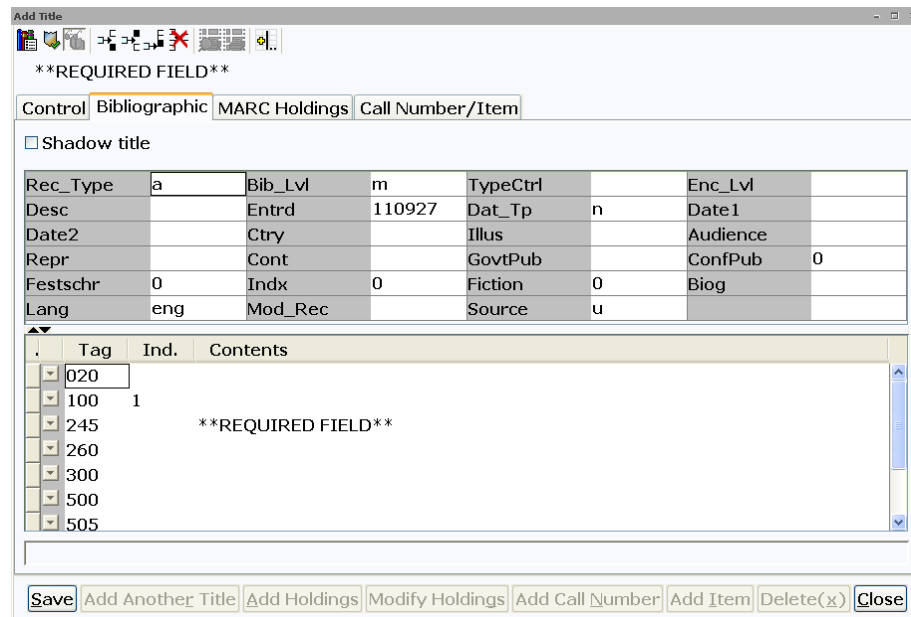
The Record Editor may also be referred to as the "MARC Editor."

How It Works

To see the Record Editor in action, try the following demonstration:

1. Within the Cataloging toolbar, open the Titles group of wizards.

2. Click the *Add Title* wizard.

3. Right-click in a fixed field to display the list of valid entries for that fixed field.

When using the Record Editor, follow these guidelines:

- You can move through a MARC record by pressing TAB or clicking in a specific field using the mouse. You can also use shortcut keys (listed in the Help file).

- To help identify the MARC elements, SirsiDynix Symphony displays definitions for every tag and subfield in the record. When you point to a particular MARC field, subfield, control field, or indicator, a brief definition of the element displays in the status bar.

Tag 505 - Formatted contents note
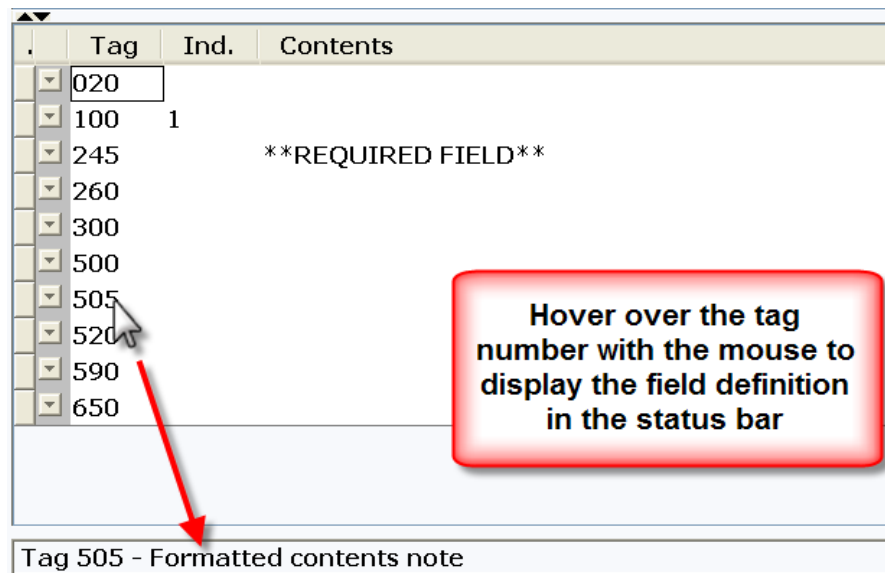
You can also set the properties to display field definitions automatically.

Change the wizard properties to Display Descriptive Labels (for entries)
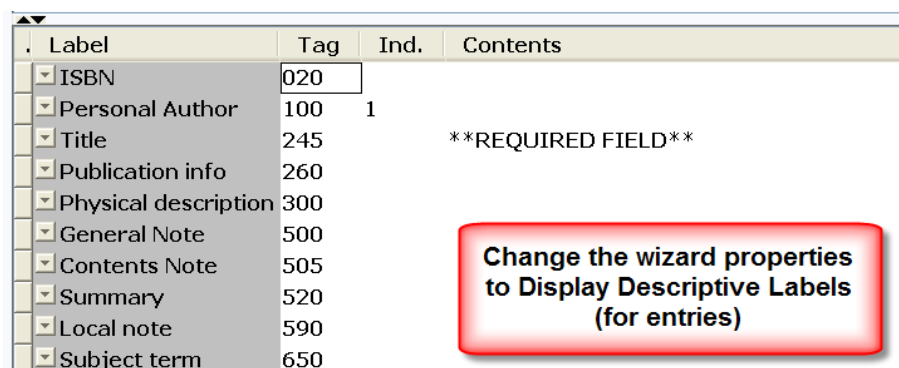
- When modifying information, SirsiDynix Symphony will accept only valid entry ids (tags), indicators and subfields. If you enter an invalid value, an error message appears preventing you from exiting the field.

- Entries that your library has defined as mandatory display in the Editor window with **REQUIRED FIELD** in the data field.

- When entering text into a field, indicate subfields by using the pipe (|) symbol. This is located above the Enter key on your keyboard.

- You can use standard Windows keyboard shortcuts to cut, copy, and paste fields, indicators, and subfields.

- To include additional entries, right-click in the field to open the shortcut menu.

- Click the arrow before the Tag number to expand the entry so you can view the list of valid options.

- Double-click the entry to display a list of valid subfields and their values.

For more information, refer to the WorkFlows online Help file "About the Record Editor Window" or the "Using the Record Editor" on page 26 of this training guide.

Alternative Views

Descriptive View – Displays fixed fields and variable fields separately. This is the default.

MARC View – Displays all fields (fixed and variable) as individual tag entries.

Display Fixed Fields – Displays fixed field data. Available only if you select the MARC View.

Display Descriptive Labels (for entries) – Displays descriptive labels in addition to entries or tags. Descriptive labels that display to the left of each entry ID can be helpful when cataloging, particularly for those new to working with MARC entry IDs.

For more information about the remaining options on the Defaults window, see the WorkFlows online Help. You can set values in these fields to expedite item processing

Title Maintenance

In this section you will learn to:

- Add titles using the *Add Title* wizard.

- Use the Record Editor.

- Enter special characters and diacritics into a record.

- Modify existing titles using the *Modify Title* wizard.

- Duplicate existing titles using the *Duplicate Title* wizard.

- Delete items, call numbers, and titles using the *Delete Title, Call Numbers, or Items* wizard.

Adding Titles

Use the *Add Title* wizard to create a new bibliographic record and associated call numbers and items. This wizard presumes you have already searched your local catalog using the *Item Search and Display* wizard and determined that no other record exists for the material you have in hand. SirsiDynix Symphony will not alert you to duplicate catalog information.

To create a new title:

1. Within the Cataloging toolbar, open the Titles group of wizards.

2. Right-click on the *Add Title* wizard and click **Properties**.

3. If necessary, change the format.

4. If necessary, modify the Entries Template. Select one of the following:

    - TEMPLATE – Includes many commonly used entries.

    - FULL – Includes a more comprehensive list of entries.

    - BRIEF – Provides a few fields (generally author and title).

    - SELECT_ENTRIES – Lets you create a customized list of entries rather than using one of the predetermined templates. Enter the list of tags to include in the Entries field as a comma-delimited list as seen below:

5. Make any other necessary changes to the defaults such as adding an item when creating the title, the library, class scheme, item type, location, price, etc.

6. Click **OK** to save the changes.

7. Click *Add Title* wizard.

8. On the **Bibliographic** tab, enter appropriate information for the fixed fields and MARC entries.

9. After entering fixed fields and bibliographic information, click the **Control** tab.

10. If necessary, change the Title Control Number.

11. Click the **Call Number/Item** tab.

12. Enter the call number information.

13. In the Item Information and Extended Information sections, enter appropriate item information such as Type, Home Location, Item Categories, and Price.

14. Scan the barcode of the item or type in an Item ID.

If the barcode of an item is not known, you can auto-generate an item ID, which will consist of a hyphenated numerical value representing the number of titles in your collection, such as 94485-1001. To auto-generate an item ID, type AUTO in this field if this property has not already been set on your workstation.

15. Click **Save** or press the Enter key. If you scanned in the barcode with a scanner, the hard-carriage return should automatically save the information.

Entering Special Characters and Diacritics

When working with records, you may need to enter characters that are not available on the standard keyboard. To insert special characters and diacritics, use WorkFlows' Symbol Table. This table is available from the **Tools** menu.

The Symbol Table simplifies the entry of special characters and diacritics by allowing you to highlight, select, and insert the desired character or diacritic using the mouse or a key sequence typed on the keyboard.

To insert symbols into fields in WorkFlows, you must select to use a Unicode font.

To select fonts:

1. On the **Preference** menu, point to **Desktop**.
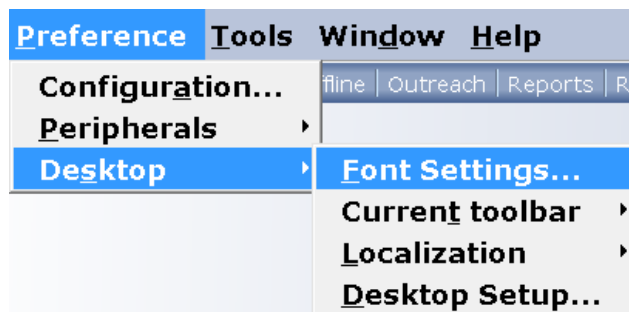
2. Click **Font Settings**.
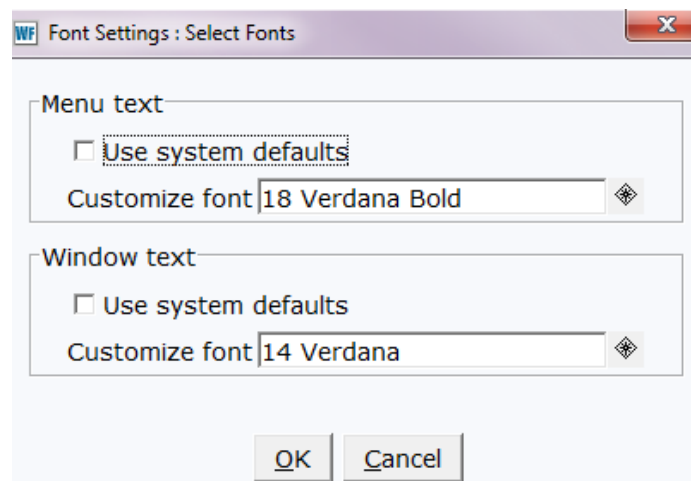
3. Click the *Font Chooser* gadget in the Customize Font field under
    Window Text. If you have installed the Microsoft Unicode fonts,
    select Arial Unicode MS in the Font list.
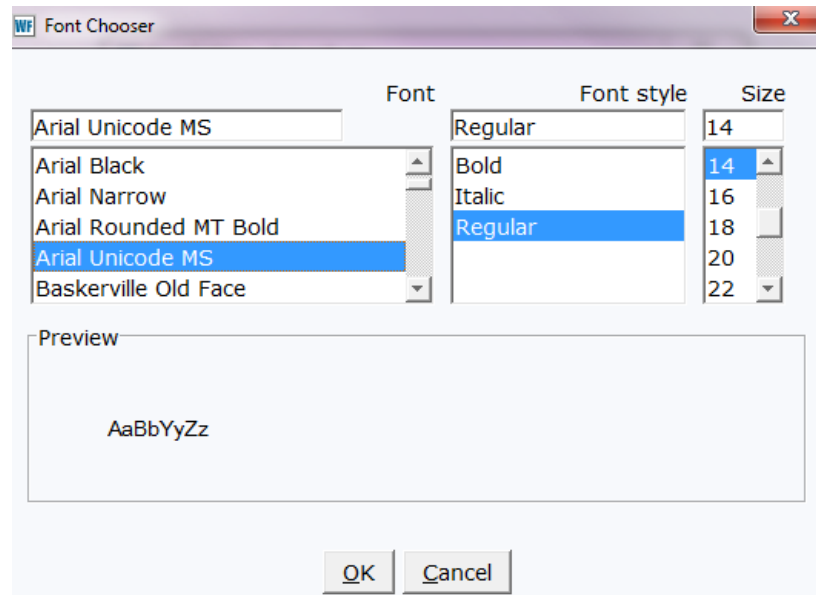
4. Click **OK** to close the Select Fonts dialog box.

To install Unicode fonts, see the WorkFlows online Help topic
"FAQs: Installing Microsoft's Unicode Fonts."

To use the Symbol Table (with record open):

1. Place the cursor in the field or text box where you want to insert a special character (such as in a subfield of a title record).

2. Do one of the following:

   • On the **Tools** menu, click **Symbol Table**.
   • On the keyboard, press ALT+T+S.

3. In the Select Code Set list, select the code set you want.
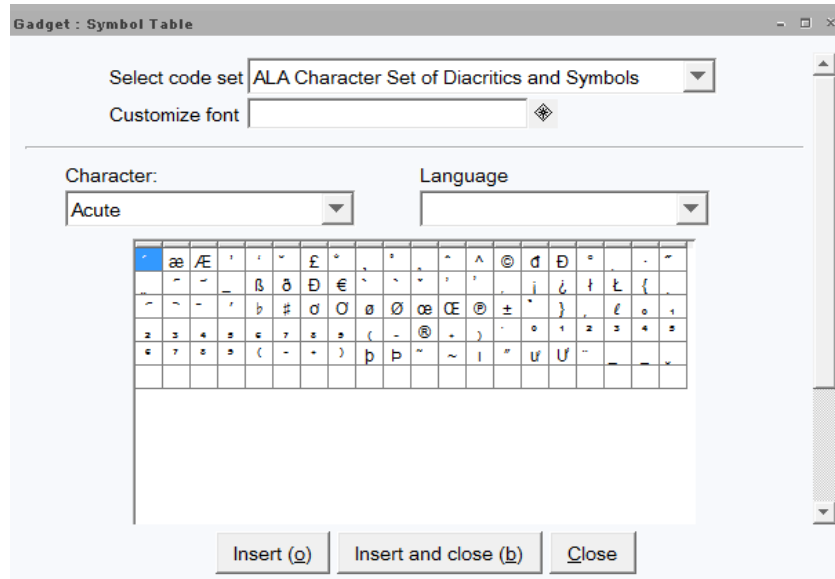
4. Use the *Font Chooser* gadget to customize the font used by the Symbol Table. The default font is Arial Unicode MS.

5. In the Symbol Table window, do one of the following:

- If you are using the ALA Character Set of Diacritics and Symbols, select the name of the diacritic mark or symbol from the Character list. Click Insert or press ALT+O (oh) to insert the character and leave the Symbol Table window open, or click **Insert and Close** or press ALT+B to insert the character and close the Symbol Table window.

- Select with the mouse or press Tab to until you highlight the character you want to insert, and press Enter. The character displays at the cursor, and the Symbol Table window remains open.

- Double-click the character you want to insert. The character displays at the cursor, and the Symbol Table window remains open.

- Select the character you want to insert, and click **Insert**, or press ALT+O (oh). The character displays at the cursor, and the Symbol Table window remains open.

- Select the character you want to insert, and click **Insert and Close**, or press ALT+B. The character displays at the cursor, and the Symbol Table window closes.

Label	Tag	Ind.	Contents
Personal Author	100	1	Kertész, Imre
Title	245		**REQUIRED FIELD**
Publication info	260		
Physical description	300		
General Note	500		
Contents Note	505		

6. When you finish inserting characters and the Symbol Table window is still open, click **Close** or press ALT+C to exit the Symbol Table.

Using the Record Editor

In the lower pane of the **Bibliographic** tab, you can collapse or expand the lines in the Editor. It is not required that you use this feature, but the Editor assists staff in entering values into a MARC field or selecting appropriate MARC 21 values in fixed fields.

To add, delete, and append fields to a bibliographic record:

1. Make any necessary changes to the *Add Title* wizard defaults as discussed above.

2. Click the *Add Title* wizard. Add Title

3. On the **Bibliographic** tab, right-click on fixed fields to view valid MARC 21 values.
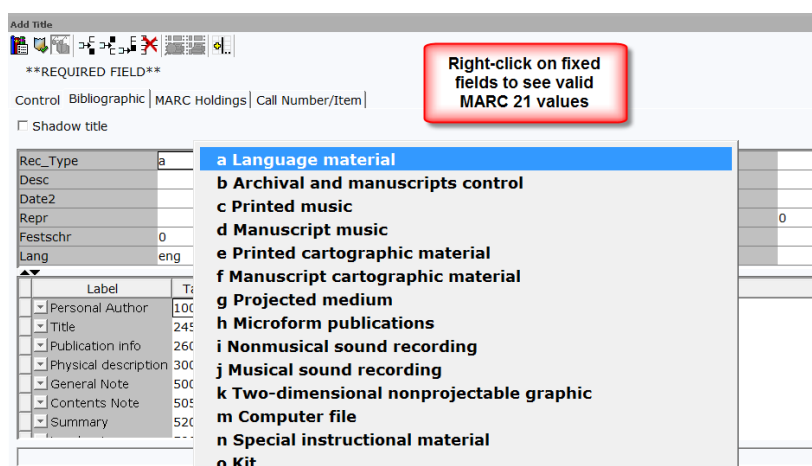
4. Use the Tab key to move through the MARC record or click on a specific field within the record.

5. To expand a field, click the arrow to the left side of the tag.

6. To enter an indicator, click the top or the bottom field, then click the drop down arrow that appears.

7. Click on the appropriate indicator to place it into the field.

8. If necessary, repeat these last two steps to define the other indicator values.

9. To display the valid subfields for a MARC field, click the drop down to view the list.

10. To add additional subfields, expand the tag for which you would like to insert an additional subfield by clicking on the down arrow to the left of the tag number.

11. Right-click over the top of a subfield before or after where you wish the new subfield to be inserted. A drop-down list appears.

12. Choose to either **Add a Subfield Before** or **Add a Subfield After**. A blank line is inserted in the tag.

13. To view a list of available subfields, click on the down arrow to the right side of the tag.

Label	Tag	Ind.	Contents
Personal Author	100	1	
Title	245		
Title added entry		1	Title added entry
Nonfiling characters		4	Number of nonfiling characters present
Title			The infinity puzzle
Title			
Publication info	260		a — Title
Physical description	300		b — Remainder of title
General Note	500		c — Statement of responsibility, etc.
Contents Note	505		f — Inclusive dates
Summary	520		g — Bulk dates
Local note	590		h — Medium
			k — Form [Rep.]
			n — Number of part / section of a work [Rep.]

14. Highlight the appropriate subfield from the list and click. The new subfield will be inserted.

15. Add the appropriate value or text to your newly inserted subfield.

Label	Tag	Ind.	Contents
Personal Author	100	1	
Title	245		
Title added entry		1	Title added entry
Nonfiling characters		4	Number of nonfiling characters present
Title			The infinity puzzle :
Remainder of title			|bquantum field theory and the hunt for an orderly universe /
Publication info	260		
Physical description	300		
General Note	500		
Contents Note	505		
Summary	520		
Local note	590		

International Standard Bibliographic Description punctuation is not automatically added by the system

16. Once you have finished entering MARC tag information, collapse the field by clicking on the arrow to the left of the tag.

Label	Tag	Ind.	Contents
Personal Author	100	1	
Title	245	14	The infinity puzzle :|bquantum field theory and the hunt for an orderly universe /|cby Frank Close.
Publication info	260		
Physical description	300		
General Note	500		
Contents Note	505		
Summary	520		
Local note	590		
Subject term	650		

17. To delete a tag, right-click on the tag and click **Delete Field**.

18. To delete a subfield, expand the tag containing the subfield you want to remove by clicking the arrow to the left of the tag.

19. Right-click the subfield and click **Remove Subfield**.

20. Click **Save** to retain the changes.
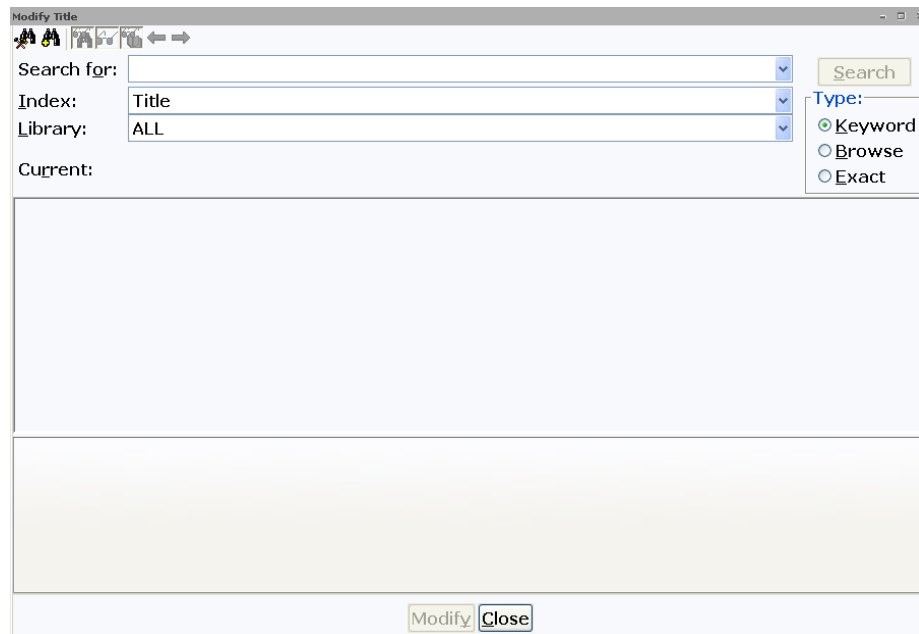
Modifying Titles

Use the *Modify Title* wizard to make changes to material already in the catalog. This wizard that gives you access to both bibliographic and title control information.

As with many of the Cataloging wizards, you may want to make modifications to the wizard's properties prior to using the wizard.

To modify an existing title:

1. Within the Cataloging toolbar, open the Titles group of wizards.

2. Click the *Modify Title* wizard.

3. Using the Index drop down, select the index you want to use for searching catalog information.

4. Type in your search terms in the Search for field and click **Search**.

5. If you receive a hit list, double-click the title you want to modify or highlight it and click **Modify**.

6. Modify the entries as needed. Right-click on fields to insert additional fields, delete unnecessary fields, or append to existing ones. You may use the helpers insert and delete fields.

7. To modify call number and item-level information, click the **Call Number/Item** tab.

8. When you have finished making changes, click **Save** or press the Enter key.

Duplicating Titles

Use the *Duplicate Title* wizard to create a new title record by copying the bibliographic data of an existing title, as well as associated call number and item records. Records for new items that are similar to materials already in the catalog, such as a new edition, reprint, or item in a series, can be duplicated to minimize the amount of data entry required of the cataloger.

To duplicate an existing title:

1. Within the Cataloging toolbar, open the Titles group of wizards.

2. Right-click on the *Duplicate Title* wizard and click **Properties**.
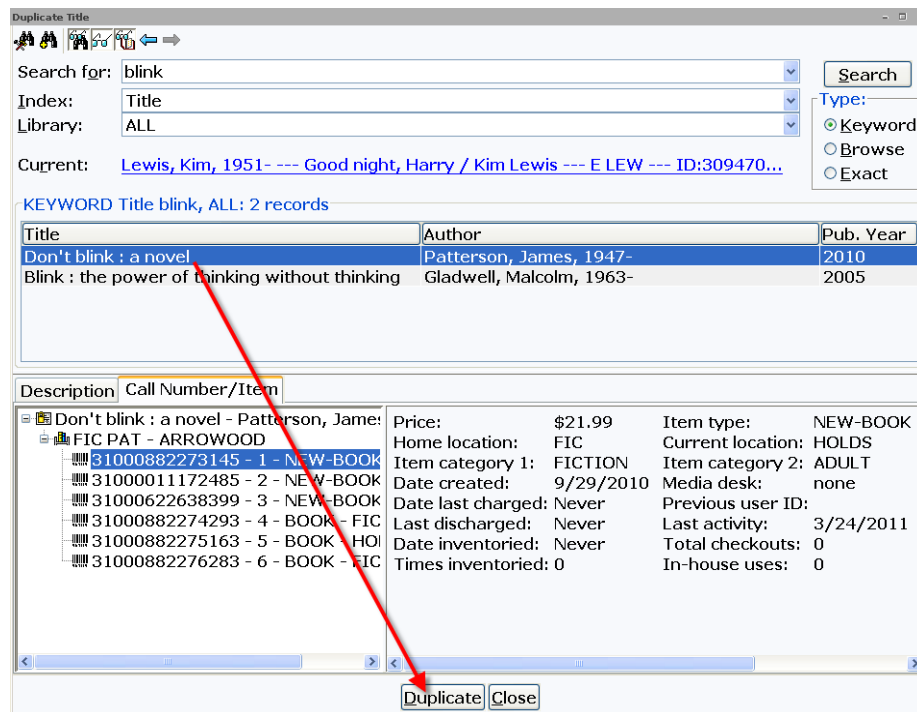
3. Make any other necessary changes to the defaults such adding an item when creating the title, the library, class scheme, item type, location, price, etc.

> The properties here override values within the record you are duplicating. For example, if the properties are set to auto-generate call numbers, the auto-generated call number will replace the call number found in the record.

4. Click **OK** to save the changes.

5. Click the *Duplicate Title* wizard. ![Duplicate Title]

6. Using the Index drop down, select the index you want to use for searching catalog information.

7. Type in your search terms in the Search for field and click **Search**.

8. If you receive a hit list, double-click the title you want to modify or highlight it and click **Duplicate**.

9. On the **Bibliographic** tab, modify the fields to reflect the new title's bibliographic information. Right-click on fields to insert additional fields, delete unnecessary fields, or append to existing ones. You may use the helpers insert and delete fields.

10. Click the **Call Number/Item** tab and modify information as needed.

11. Scan an item barcode or type in an Item ID and click **Save**.

You may also press the Enter key to save your changes. If you scanned in the barcode with a scanner, the hard-carriage return should automatically save the information.

Deleting Titles, Call Numbers or Items

Use the *Delete Title, Call Numbers, or Items* wizard to remove a title, call number, or item record from the catalog. Once you use this wizard, the catalog record no longer exists in the database. Using reports, you can obtain only the most generic information about the number of items removed.

For information about deleting call numbers and/or items with the *Call Number and Item Maintenance* wizard, refer to the Call Number Maintenance section within this training guide.

You can suppress titles (items) from view by moving them to a shadowed location such as DISCARD or MISSING. However, titles with multiple items attached reflect the items in a shadowed location in the total number of copies represented in the OPAC. For example, your library may have 18 copies of a classic novel plus two copies in the DISCARD location. A patron viewing the title in the OPAC will see 20 copies total in all locations.
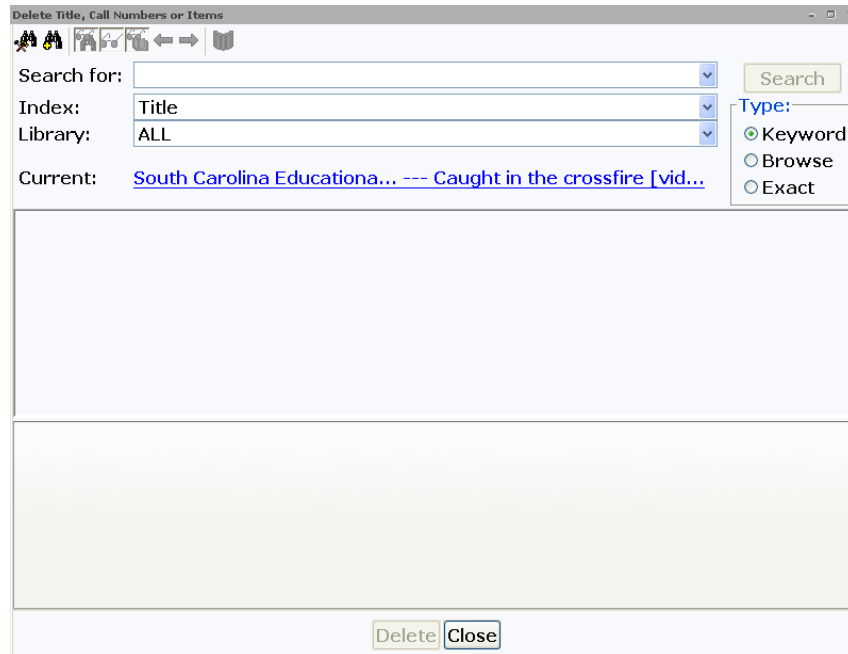
You cannot remove items with charges (checkouts), holds, or bills. You also cannot remove a title if it is on order through the Acquisitions module or has history charges.

To delete an item from the database:

1. Within the Cataloging toolbar, open the Titles group of wizards.

2. Click the *Delete Title, Call Numbers, or Items* wizard.

3. Using the Index drop down, select the index you want to use for searching catalog information.

4. Type in your search terms in the Search for field and click **Search**.

5. Select the check box next to the item you want to delete.

6. Click **Delete**.

7. Click **Close**.

To delete a call number and its associated items:

1. Within the Cataloging toolbar, open the Titles group of wizards.

2. Click the *Delete Title, Call Numbers, or Items* wizard.

3. Using the Index drop down, select the index you want to use for searching catalog information.

4. Type in your search terms in the Search for field and click **Search**.

5. Select the check box next to the call number record you want to delete.

6. Click **Delete**.

7. Click **Close**.

To delete a title from the database:

1. Within the Cataloging toolbar, open the Titles group of wizards.

2. Click the *Delete Title, Call Numbers, or Items* wizard.

3. Using the Index drop down, select the index you want to use for searching catalog information.

4. Type in your search terms in the Search for field and click **Search**.

5. Select the check box next to the title you want to delete.

6. Click **Delete**.

7. If you removed the last copy or volume attached to a title, and your properties are set to remove the title when removing the last copy or volume, a confirmation window appears. Do one of the following:

- Click **Yes** to remove the title from the database.

- Click **No** to retain the title in the database.

8. Click **Close**.

When you remove a title from the database, you will see that in place of the record it says "Unavailable for display." This message appears for that title until the Add, Delete, Update Databases (adutext) report runs to incorporate cataloging and authority modifications to the bibliographic database. This report is scheduled to run nightly automatically.

KEYWORD Title working together, ALL: 8 records

Title	Author	Pub. Year
Unavailable for display		
Working together : reading and writing in inclus…	Scala, Marilyn C., 1942-	2001
Working together in troubled times : communit…	Piazza, Jane.	1997
Joining forces : communities and schools worki…	Charles Stewart Mott Foundation.	1994
Working together for youth : a guide to collabo…	Posner, Marc.	1994
Working together : workplace culture, support…	Hagner, David.	1993

The following are exceptions to removing titles, call numbers, or items:

- Call Number/Item Maintenance – Users can only delete call numbers and items for libraries in their Call Number Maintenance and Item Maintenance library groups. Library groups are defined in the Library policy.

- MARC Holdings Maintenance – Users can only delete titles with MARC holdings for libraries in their MARC Holdings Maintenance library group. Library groups are defined in the Library policy.

- Last Call Number/Item – By default, you cannot delete a title when the last call number or item is removed. This property can be changed by the system administrator or supervisor. A system message will appear when you are deleting the last call number that has no items attached OR the last item of the last call number.

- Search Library – Although all call numbers and items appear, only some display check boxes for you to select. This depends on whether or not the Delete Only Items for Search Library property is selected.

- Holds/Reserves – A call number/item that has holds or is on reserve cannot be removed.

- Circulation/Booking/Serial Control Restrictions – Any item that is charged, has unpaid bills, is booked, or is the last call number under serials control for a particular library can be selected, but cannot be removed until it has been discharged, the bill is paid, or the booking or serial control record is removed.

- Orders – If an open order exists for the title, the items associated with the call number used when creating the order cannot be removed.

- Charge History – If an item has history charges, it can be removed only if the Delete Items with a Charge History property is selected.

- Miscellaneous – Items that need activity, such as being discharged, should be handled according to your library's procedures.

Call Number Maintenance

In this section you will learn to:

- Add call numbers and items to existing records.

- Modify existing call numbers and items.

- Delete call numbers and items with the *Call Number and Item Maintenance* wizard.

- Update one or more call numbers in batch for the same title.

Adding Call Numbers/Items

Use the *Call Number and Item Maintenance* wizard to add a new call number and item to an existing title. With this wizard, the information in the **Bibliographic** and **Control** tab cannot be modified. To modify bibliographic or control information for a record, use the *Modify Title* wizard as discussed on .

New Call Number and Item

To add a new call number and item(s) to an existing title:

1. Within the Common Tasks group of wizards, right-click on the *Call Number and Item Maintenance* wizard and select **Properties**.

2. Make any necessary changes to the defaults such adding an item when creating the title, the library, class scheme, item type, location, price, etc.

3. Click **OK** to save your changes.

4. Click the *Call Number and Item Maintenance* wizard.

5. Using the Index drop down, select the index you want to use for searching catalog information.

6. Type in your search terms in the Search for field and click **Search**.

7. If you receive a hit list, double-click the title you want to modify or highlight it and click **Modify**.

8. Click **Add Call Number**.

If the behavior of the wizard has been modified, the Add Volume drop down will not appear.

9. Using the drop down, select the appropriate library from the list and click **OK**.

By default, WorkFlows adds an item record when you create a call number record. A system administrator can change this default on the **Behavior** tab of the Set Properties window.
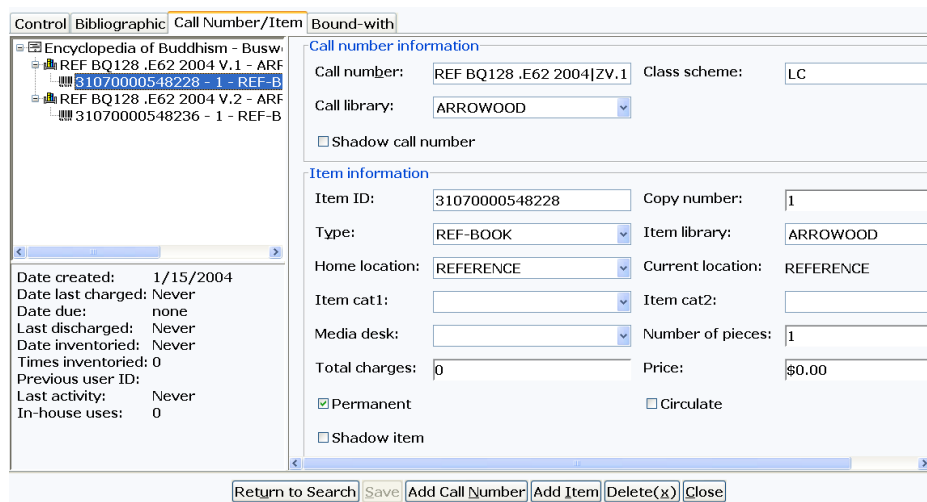
10. Make any modification to either the call number or item record.

11. Scan an item barcode, or type an Item ID and click **Save**.

You may also press the Enter key to save your changes. If you scanned in the barcode with a scanner, the hard-carriage return should automatically save the information.
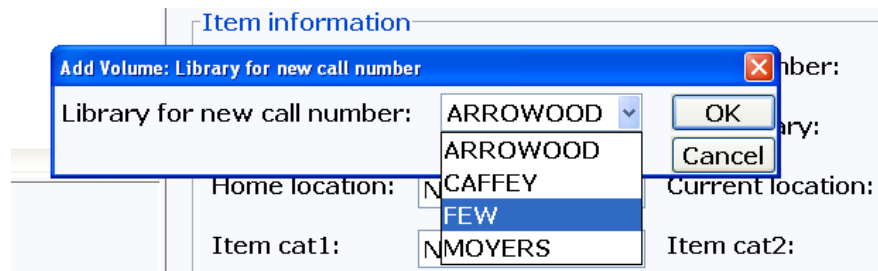
Multi-Volume Items

To add a multi-volume item:

1. Make any changes to the *Call Number and Item Maintenance* wizard properties as discussed in the steps above.

2. Click the *Call Number and Item Maintenance* wizard.

    Call Number and Item Maintenance

3. Using the Index drop down, select the index you want to use for searching catalog information.

4. If you receive a hit list, double-click the title you want to modify or highlight it and click **Modify**.

5. Click **Add Call Number**.

6. Using the drop down, select the appropriate library from the list and click **OK**.

7. Make the necessary changes to the call number. If the wizard behavior is not set to create an auto-generated temporary XX call number, the system will copy the call number of the item or call number you have highlighted in the tree.

The structure of a multi-volume work is represented by adding an individual volume number to the end of the call number with a subfield |Z. For example, REF BL31 .E46 2011|ZV. 2.

For more information about adding analytics to call numbers, refer to the WorkFlows online Help file "Adding Analytics (subfield z) to Call Numbers."

8. Make the necessary modifications to item information.

9. Scan an item barcode or type in an Item ID and click **Save**.

   You may also press the Enter key to save your changes. If you scanned in the barcode with a scanner, the hard-carriage return should automatically save the information.

10. Repeat steps 5-9 to add additional volumes and their associated item records.

11. Click **Close**.

Adding Analytics (Subfield z) to Call Numbers

When a new item is created in SirsiDynix Symphony, by using either the batch load process, or *Add Ordered Items to Catalog* wizards, or the serial's *Checkin* wizard, SirsiDynix Symphony examines the call number in the bibliographic record and the selected class scheme, such as LC, LCPER, DEWEY, and others. Based on Classification policy attribute definitions, SirsiDynix Symphony determines whether or not a |z is appended to the call number, and what the structure of the |z will be.

Staff will want to add sufficient information in the subfield z to identify the specific issue or volume. This will facilitate volume specific holds placed by users in the OPAC.

Below is an example of a serial record in WorkFlows that includes the specific issues of a title. Notice there is a base call number of PER followed by the issue:

Below is an example of a DVD title with multiple discs:
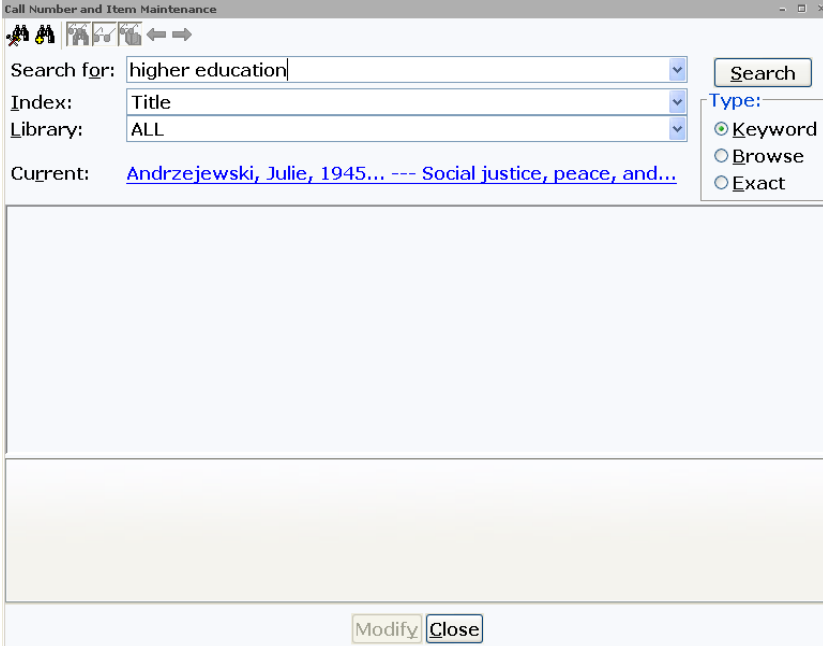
If a prefix such as V., VOL., NO., ISS., etc. is recognized, the system will automatically insert a subfield z in the SirsiDynix Symphony call number. Portions of the call number that follow a |z are considered analytic information and are fully expanded to enhance sorting of call numbers. A |z can be manually inserted by a cataloger to improve sorting. In printing or displaying call numbers, |z is replaced with a space.

Adding Additional Items to Existing Call Number

To add additional items to an existing call number:

1. Make any changes to the *Call Number and Item Maintenance* wizard properties as discussed in the steps above.

2. Click the *Call Number and Item Maintenance* wizard.

    Call Number and Item Maintenance

3. Using the Index drop down, select the index you want to use for searching catalog information.

4. Type in your search terms in the Search for field and click **Search**.

5. If you receive a hit list, double-click the title you want to modify or highlight it and click **Modify**.

6. Click **Add Item**.

7. Make the necessary modifications to the call number and item information.

8. Scan an item barcode, or type an Item ID and click **Save**.

You may also press the Enter key to save your changes. If you scanned in the barcode with a scanner, the hard-carriage return should automatically save the information.

9. Repeat steps 6-8 to add additional item records.

10. Click **Close**.

Editing Call Numbers/Items

Use the *Call Number and Item Maintenance* wizard to modify existing call numbers and items.

To edit call numbers and items:

1. Within the Common Tasks group of wizards, click on the *Call Number and Item Maintenance* wizard. Call Number and Item Maintenance

2. Using the Index drop down, select the index you want to use for searching catalog information.

3. Type in your search terms in the Search for field and click **Search**.

4. If you receive a hit list, double-click the title you want to modify or highlight it and click **Modify**.

5. If there is more than one call number in the record, highlight either the call number you want to modify or one of the items associated with the call number.
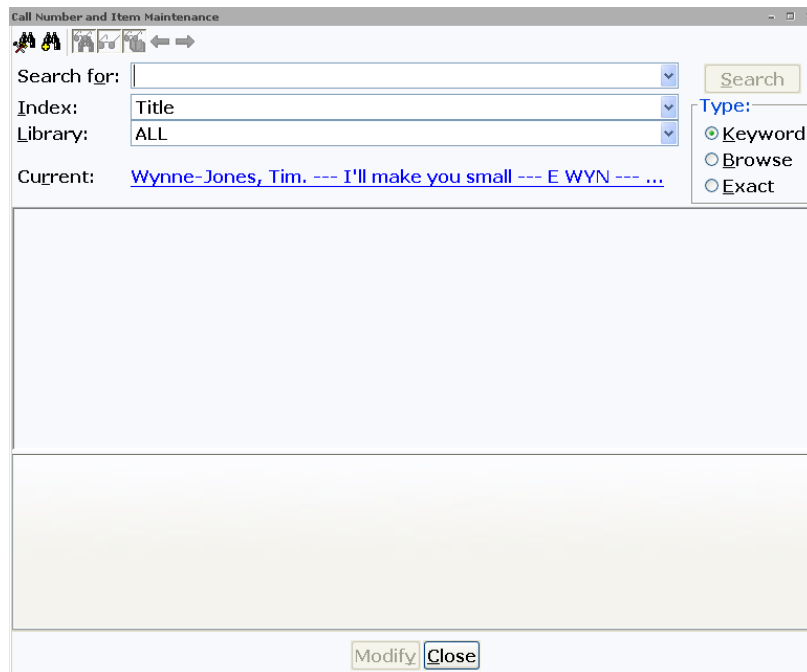
6. Make the necessary modifications to the call number and item information.

7. Click **Save** or press the Enter key to save your changes.

8. Click **Close**.

Deleting Call Numbers/Items

Staff may also delete an item or call number using the *Call Number and Item Maintenance* wizard.

To delete an existing call number and item record:

1. Within the Common Tasks group of wizards, click on the *Call Number and Item Maintenance* wizard. ![Call Number and Item Maintenance]

![Call Number and Item Maintenance window]

2. Using the Index drop down, select the index you want to use for searching catalog information.

3. Type in your search terms in the Search for field and click **Search**.

4. If you receive a hit list, double-click the title you want to modify or highlight it and click **Modify**.

5. If there is more than one call number in the record, highlight either the call number you want to delete or the item associated with the call number.
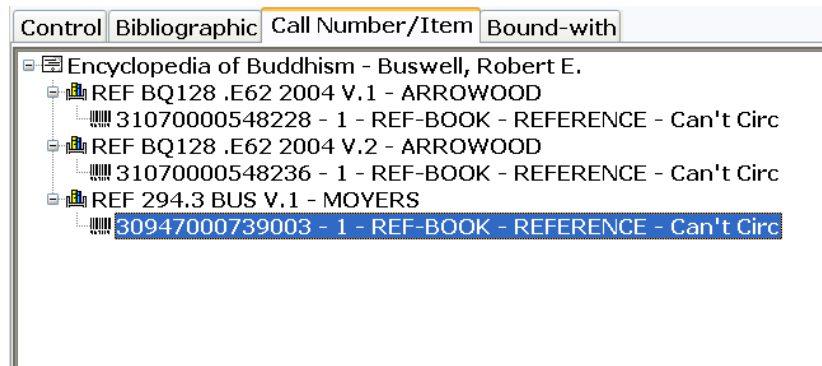
You cannot select to remove a call number if the call number being removed is the only remaining call number attached to the title.

6. Click **Delete**.
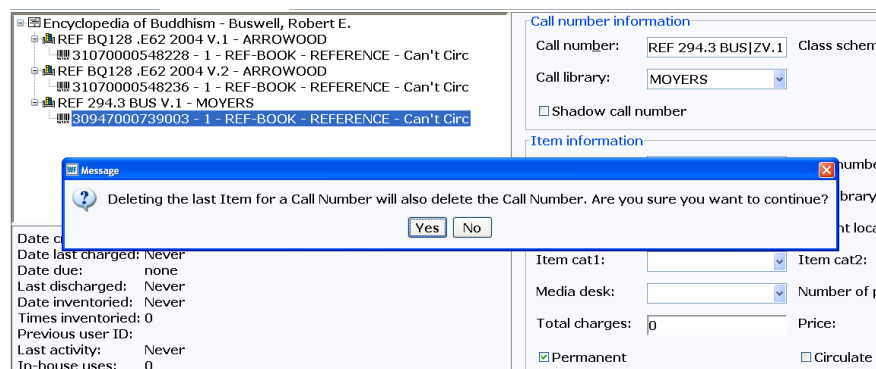
7. Click **Yes**.

8. Click **Close**.

You can also remove title, call number and item records with the *Delete Title, Call Numbers or Items* wizard discussed on of this training guide.

Global Call Number Modification

The *Global Call Number Modification* wizard allows you to update one or more call number records for the same title in batch. The same modifications can be made to more than one call number of a title more efficiently using this wizard.

For more information about how this wizard modifies call numbers, refer to the WorkFlows online Help topic "FAQs: Modifying Call Numbers Using the *Global Call Number Modification* Wizard."

Modify Call Number

To update some or all call numbers of a title:

1. Within the Cataloging toolbar, open the Call Numbers and Items group of wizards.

2. Click the *Global Call Number Modification* wizard.

3. Using the Index drop down, select the index you want to use for searching catalog information.

4. Type in your search terms in the Search for field and click **Search**.

5. If you receive a hit list, double-click the title you want to modify or highlight it and click **Modify**.

6. Verify Modify Call Number option is selected.

7. You can elect to modify one of the following fields for the selected call number(s):

- Base Call Number – Modifies the base call number of all selected call numbers. The base call number is defined as the leading characters in the call number up to but not including the analytic which is noted by |z. Type a new base call number. Or, leave this field blank to leave the base call number unchanged.

- Call Number Analytic – Modifies the call number analytic of all selected call numbers. The analytic part of the call number is defined as all characters following the |z. In this field, you can do the following.

  - Type a new analytic. The new analytic will replace an existing analytic; if no analytic exists, the new one will be added.

  - Leave this field blank to leave the analytic unchanged.

  - Select the Delete Call Number Analytic check box to delete the analytic.

8. Using the drop down, select the class scheme from the list, if necessary.

9. Using the drop down, select the shadow status, if necessary.

10. Select the check boxes next to the call numbers you want to modify, or select the main title mode and all check boxes are selected. (Check boxes can be cleared by selecting them again.)

11. Under Update Options, click Interactive if these changes should be made in interactive mode, or click Report if you wish to make changes in report mode (a batch report will be submitted). If you click Report, you can elect to first run the report in Test mode.

12. Click **Modify**.

13. Click **Yes**.

14. Click **Close**.

Modify Call Number Prefix

To modify all or some call number prefixes:

1. Within the Cataloging toolbar, open the Call Numbers and Items group of wizards.

2. Click the *Global Call Number Modification* wizard.

3. Using the Index drop down, select the index you want to use for searching catalog information.

4. Type in your search terms in the Search for field and click **Search**.

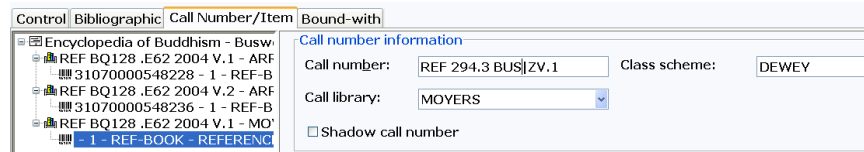5. If you receive a hit list, double-click the title you want to modify or highlight it and click **Modify**.

If the Prompt For Library When Selecting Call Numbers property was selected in default wizard properties, the Library for Call Numbers to Modify dialog box appears. Select the Library so that only those call numbers for the selected library will display for modification in the item tree, then click **OK**.

6. Click the Modify Call Number Prefix option.

7. Click one of the following options:

- **Add** – The new prefix text is added plus one space to the beginning of the call number. If the base call number contains preceding spaces, these spaces will be retained.

- **Replace** – The new prefix text replaces the existing prefix.

- **Delete** – The prefix text, all characters preceding the first space, will be deleted from the call number.

8. Using the drop down, select the class scheme from the list, if necessary.

9. Using the drop down, select the shadow status, if necessary,

10. Select the check boxes next to the call numbers you want to modify, or select the main title mode and all check boxes are selected. (Check boxes can be cleared by selecting them again.)

11. Under Update Options, click Interactive if these changes should be made in interactive mode, or click Report if you wish to make changes in report mode (a batch report will be submitted). If you click Report, you can elect to first run the report in Test mode.

12. Click **Modify**.

13. Click **Yes**.

If you selected Interactive mode, the call numbers are modified, and a new window opens displaying the results of the modifications in a table format (this table can be sorted). Call numbers that cannot be changed will display "Failed" in the Status column, and a reason the call number could not be modified will display in the Reason column. If you are not satisfied with these changes, you can click Reset to return to the modify window, and you can modify the call numbers again.

14. Click **Close**.

Item Maintenance

In this section you will learn to:

- Add items to an existing call number.
- Edit items.
- Globally modify items.

Adding Items

Add Item Wizard

The *Add Item* wizard is used to add a new item to a library's title. In a multi-library system, each library must have separate call numbers for the copies in its collection. You must have a call number that already exists in your library to use the *Add Item* wizard to add a copy in your own library.

You cannot edit call number information or existing item records with the *Add Item* wizard.

Add Item Wizard Properties

You can change current system settings in the *Add Item* wizard using the Set Properties window.

To change the Add Item wizard properties:

1. Right-click on the *Add Item* wizard.
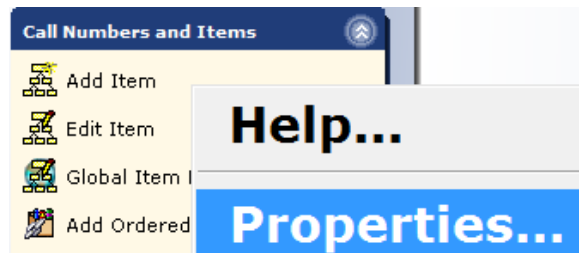
2. Select **Properties**.

3. Make any appropriate changes to the field available such as Type, Home Location, and Item Categories.

4. Click **OK**.

To add an item to an existing call number record:

1. Within the Cataloging toolbar, open the Call Numbers and Items group of wizards.

2. Click the *Add Item* wizard.

3. Using the Index drop down, select the index you want to use for searching catalog information.

4. Type in your search terms in the Search for field and click **Search**.

5. If you receive a hit list, double-click the title you want to modify or highlight it and click **Modify**.

6. Click **Add Item**.

7. Make the necessary modifications item information.

8. Scan an item barcode, or type an Item ID and click **Save**.

You may also press the Enter key to save your changes. If you scanned in the barcode with a scanner, the hard-carriage return should automatically save the information.

9. Repeat steps 6-8 until all item records have been added to the appropriate call number.

10. Click **Close**.
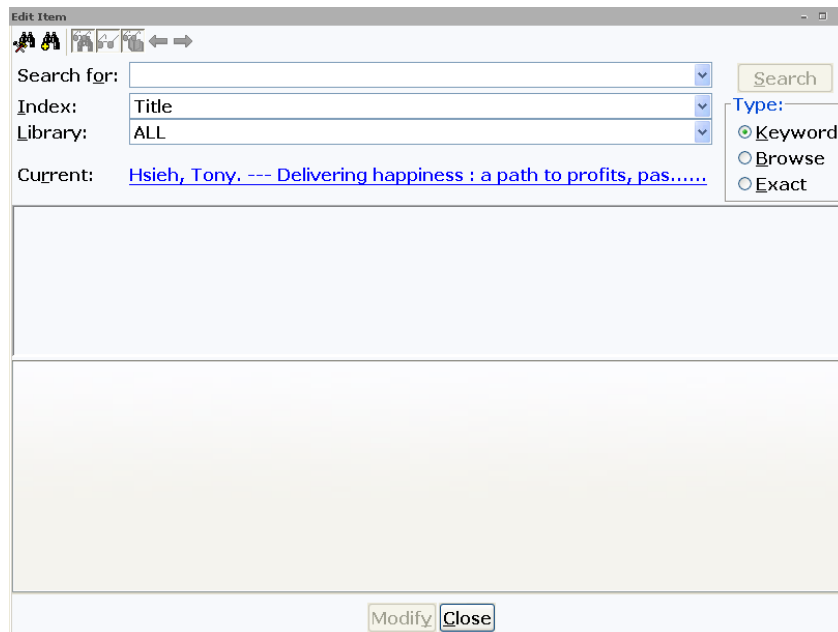
Editing Items

Edit Item Wizard

Use the *Edit Item* wizard to make changes to item records already in the catalog. This wizard does not give staff access to make changes to the bibliographic or title record.

To edit an existing item record:

1. Within the Cataloging toolbar, open the Call Numbers and Items group of wizards.

2. Click the *Edit Item* wizard.

3. Using the Index drop down, select the index you want to use for searching catalog information.

4. Type in your search terms in the Search for field and click **Search**.

5. If you receive a hit list, double-click the title you want to modify or highlight it and click **Modify**.

6. Click the item in the tree to which you want to make changes.

7. Click **Save**.

8. Click **Close**.

Global Item Modification Wizard

The *Global Item Modification* wizard allows the cataloger to create a template of changes to be made to selected items, and globally apply these changes to all items whose IDs are scanned.

To apply the same changes to multiple items:

1. Within the Cataloging toolbar, open the Call Numbers and Items group of wizards.

2. Click the *Global Item Modification* wizard.
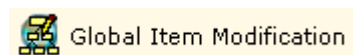
3. Under Item Values to Modify, make any needed changes to the item value fields by selecting a new policy value from the drop down list. To reset the item values, click **Reset**.

4. In the Item ID field, type the item ID and click Modify or scan each item's ID that you want to modify. If you don't know the item ID, use the *Modify Selected Items* helper to search for items by title, and then select the items you want to modify.

As you scan each additional item, WorkFlows adds it to the list of changed items.

5. When you have finished modifying item records, click **Close** to exit or **Clear** to clear the list of previously processed items.

Item Group Editor Wizard

Item Group Editor features can be used to edit items in batch 'on-the-fly' and from archived group lists. You can work from an item list or you can create, save and/or edit item groups. While similar to the *Global Item Modification* wizard described above, the *Item Group Editor* wizard has many enhanced features. You can archive item groups, add items to an existing group, merge and remove groups.

Wizard Properties

Before using the *Item Group Editor* wizard, a system administrator may need to change the wizard's properties to facilitate item record modification.

To change Item Group Editor wizard properties:

1. Right-click on the *Item Group Editor* wizard.

2. Click on the **Behavior** tab.

The **Behavior** tab appears if logged in with a system administration or supervisor-level login.

3. Check the Update Dynamic Indexes check box.
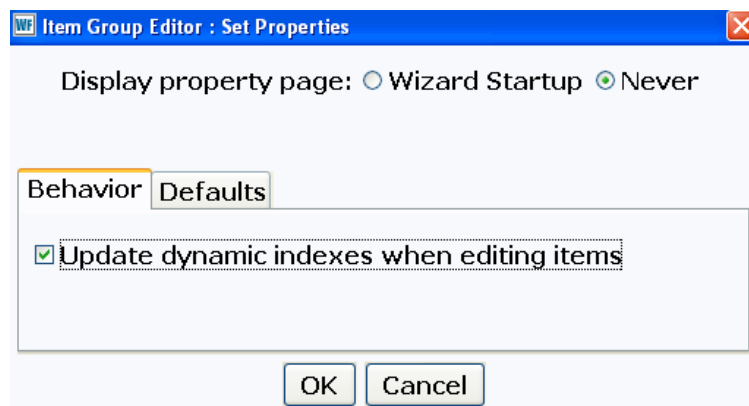
Editing a group of 1,000 or more items may slow performance, especially on systems that use an ISAM database. **To avoid slow performance, limit item groups to 1,000 items or less!** With dynamic indexing off, you will not be able to search for items using the recently edited values until the Add, Delete, Update Databases maintenance report runs overnight.

4. Click the **Defaults** tab.

By selecting the Advanced search option you will Display Multiple Search Fields. This allows the user to quickly select multiple indexes in which to enter multiple search criteria to narrow the search results.

Depending on the configuration of this feature, so of the fields shown above may not appear to staff.

Creating an Item List

You can search for items by either a simple, one-field query or by an advanced, multiple-field query. WorkFlows presents the search results in the top list below the search fields. You can then move any items you want to work with to the Item List.

To create a list of items using an advanced search:

1. Within the Call Numbers and Items group, click the *Item Group Editor* wizard. Item Group Editor

2. Specify the values you want to search for in the advanced search fields. Some fields include a gadget to help you expand or limit your search, others let you select the search option either through a radio button or drop down list.

3. After making your advanced search field selections, click **Search**. The results of your search display in the Result List.

4. Select the item or items you want to add to the Item List (these are the items you can edit together or use to create a group), then click the *Add Selected* tool. If you want to move all of the search results from the current page of results, click the *Add All* tool.

5. If you need to delete items from the Item List, click **Remove Items** to remove the selected items or **Clear Item List** to remove all items.

To create a list using a single search:

1. Click the *Item Group Editor* wizard.

2. Click the Single radio button, and the Index field becomes active.

3. In the Index box, select a search index from the drop down list.
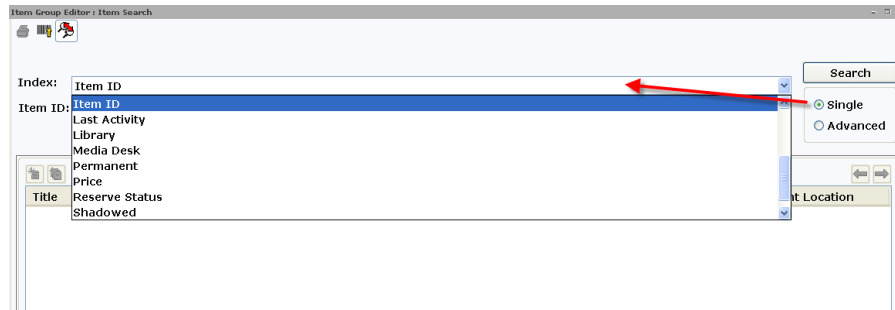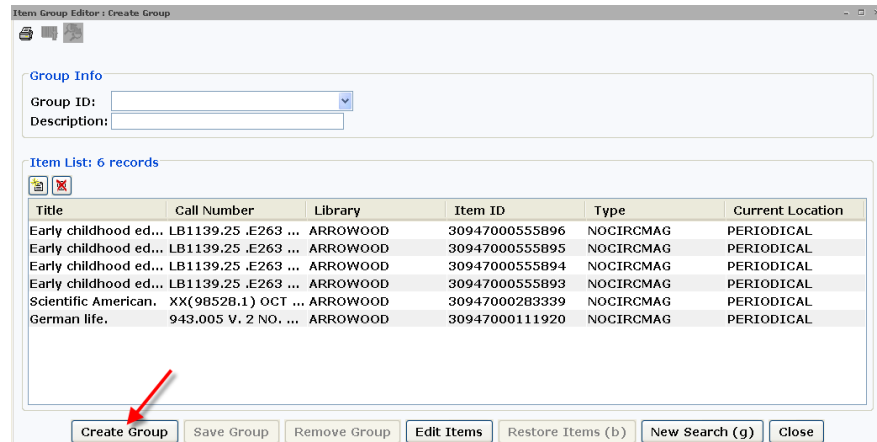
4. Specify the value you want to search for in the search field box. Most search indexes include a gadget to help you expand or limit your search; others let you select the search option either through a radio button or drop down list. In the *Item Group Editor* wizard properties window you can specify the default search index.

5. After making your search field selection, click **Search**. The results of your search display in the Result List.

Creating a Group

To create a group of items, follow the steps as given above for creating a list of items. Once you have done that, do the following:

1. Click **Create Group**.
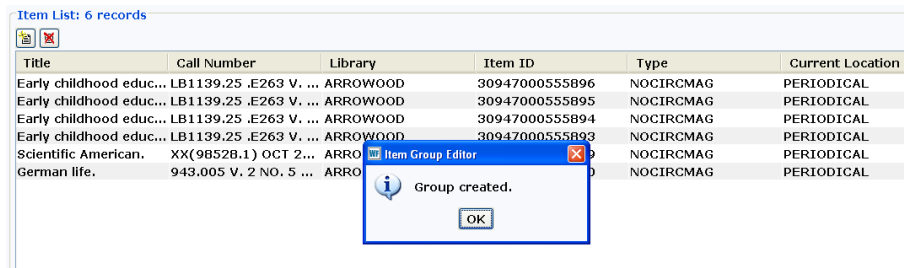
2. Type a name for the group (up to 20 characters) in the Group ID field.

> You can also select Auto from the drop down list to have WorkFlows assign a group ID to the group. WorkFlows assigns the name "ITEMGROUP-" followed by an incremented number.

3. Click **Create Group**.

4. Click **OK**.

Modifying an Item List

The *Item Group Editor* wizard lets you edit specific field values in a batch of items. The items may either be in a set of unsaved items or in a saved group. When you create a group of items, you can save (or archive) a snapshot of the item values in each item. This allows you to restore the affected value of each item in a single action. The option to archive item values is not available when working with a set of items that is not saved as a group.

To edit the field values of multiple items:

1. Within the *Item Group Editor* wizard, search for the items you want and add them to the Item List.

2. Click **Edit Items**.

3. Make changes to the fields that you want to be applied to all of the items in the Item List.

4. When you have finished editing the field values, choose **Edit Items** to apply the edited values to all of the items in the Item List, or **Close** to return to the Item Group Editor without applying the changes.

To edit items in a group:

1. In the *Item Group Editor* wizard, click the *Item/Group Search* helper.

2. Type all or part of the group name in the Group ID field. You can also leave the Group ID field blank to search for all groups.

3. Click **Search**.

4. Highlight the group you want to edit and click **Manage Group**.

5. Add or remove items to the list using the tools.

6. Click **Edit Items**.

7. Click the Archive Before Editing checkbox if you want to save the current settings for the items before making the changes.

8. Make changes to the fields that you want to be applied to all of the items in the Item List.

9. When you have finished editing the field values, choose **Edit Items** to apply the edited values to all of the items in the Item List, or **Close** to return to the Item Group Editor without applying the changes.

When editing items in a group, you have access only to those items that you have privileges to according to the Item Maintenance settings that have been applied. For example, if the person who created the group has access to all libraries, and you don't, there may be items in the group that you don't have access to. After you change the field values and execute the Edit Items function, you will receive an error message for those items that you do not have privileges to edit.

Working with Groups

To merge groups:

1. In the *Item Group Editor* wizard, click the *Item/Group Search* helper.

2. Type all or part of the group name in the Group ID field. You can also leave the Group ID field blank to search for all groups.

3. Click **Search**.

4. In the Group Search window, select the groups you want to merge. Hold down the Ctrl key to select more than one group.

5. Click **Merge Groups**.
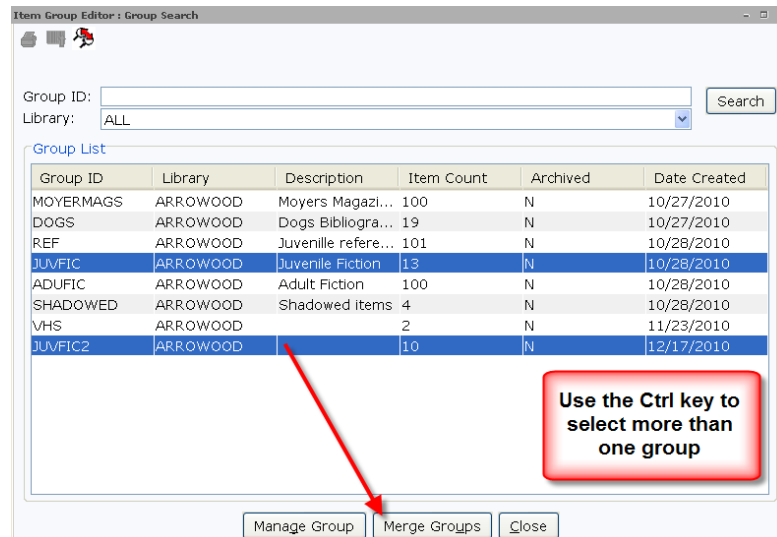
6. Do one of the following to name the group:

   - Type a Group ID for the group (up to 20 characters).
   - Select Auto from the drop down menu. Auto creates a group ID by combining the string "ITEMGROUP-" with an incremental number.
   - Select the Group ID of one of the groups you selected to merge from the drop down menu. The items in the merged group will replace the items in the selected group.

7. Type a description of the group, if necessary.

8. Select a Library from the drop down list, if necessary.

9. Click **Merge Groups**.
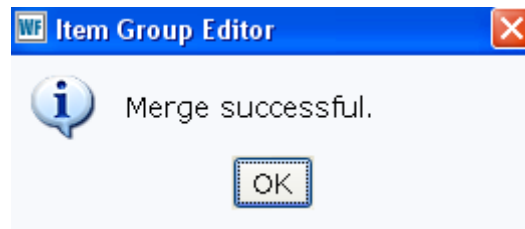
10. Click **OK**.

To print a list of items in a group:

1. In the *Item Group Editor* wizard, click the *Item/Group Search* helper.

2. Type all or part of the group name in the Group ID field. You can also leave the Group ID field blank to search for all groups.

3. Click **Search**.

4. Select the group you want to view and click **Manage Group**.

5. Click the *Print Items* helper.

   The Print Preview window opens. The buttons at the top of the window let you preview each page of the document and zoom the view in and out.
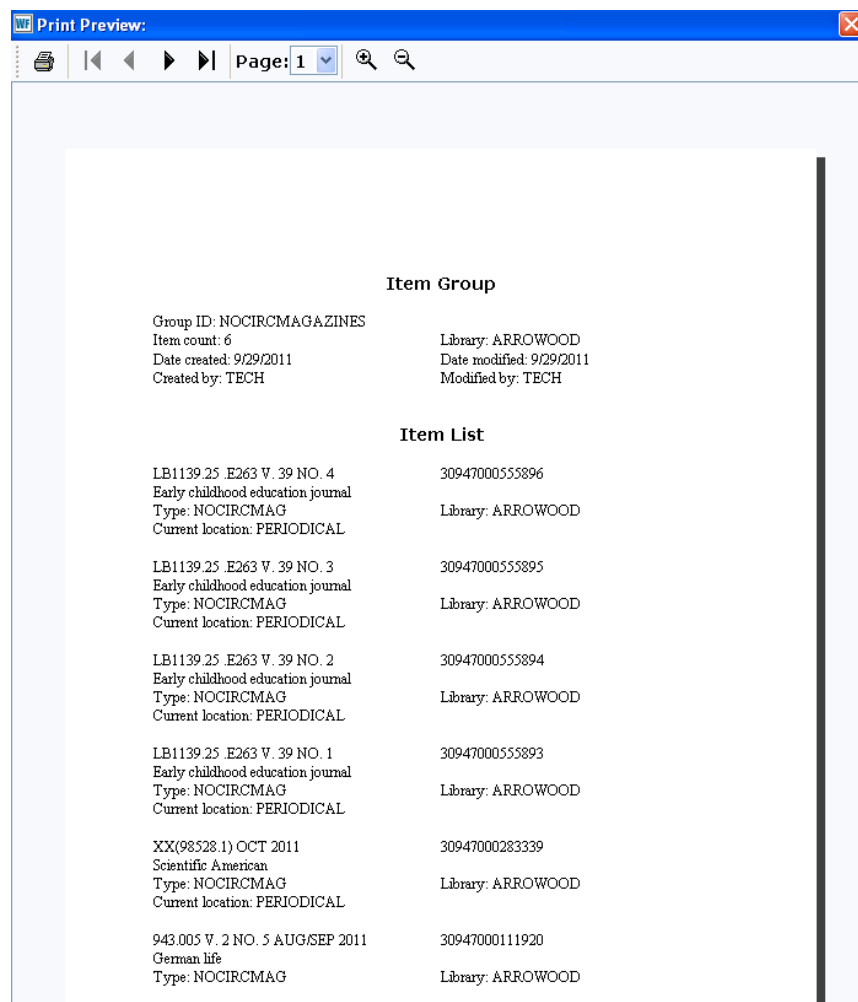
6. Click the Print button.

The Print dialog box opens.

7. Select the printer and properties that you want, and then click **OK**.

To delete a group:

1. In the *Item Group Editor* wizard, click the *Item/Group Search* helper.

2. Type all or part of the group name in the Group ID field. You can also leave the Group ID field blank to search for all groups.

3. Click **Search**.

4. Click **Manage Groups**.

5. Click **Remove Group**.

6. Click **Yes**.

7. Click **OK**.

To restore items to their original values:

1. In the *Item Group Editor* wizard, click the *Item/Group Search* helper.

2. Type all or part of the group name in the Group ID field. You can also leave the Group ID field blank to search for all groups.

3. Click **Search**.

4. If a list of saved groups display, select a group in the list and click **Manage Group**.

5. Click **Restore Items**.

6. Click **Yes** to restore the edited fields to their original values.

7. Click **Close** to return to the updated Manage Group window.

Special Cataloging Functions

In this section you will learn to:

- Link multiple title records to a single item record.

- Transfer call number or items.

Bound-withs Wizard

Use the *Bound-withs* wizard to link multiple title records with a single item record in situations where you want each title record to be separately searchable. Only one linked title record may have an item record attached.

When using the *Bound-withs* wizard, keep in mind the following:
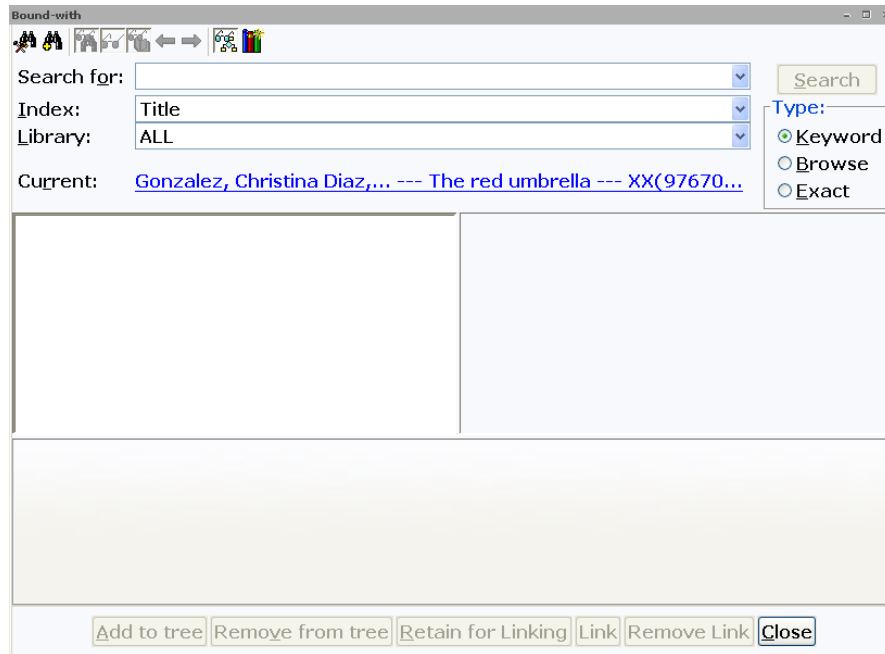
- A child call number with items cannot be bound with a parent call number.

- A child call number can be linked to only one parent, but a parent call number can be linked to any number of child call numbers.

- A child call number cannot be used as a parent call number for another item.

- Parent and child call numbers must be cataloged in the same library.

- The parent call number must have at least one item.

Below is a representation of a parent record and its relationship to a child record:

```
┌──────────────┐        ┌──────────────┐
│              │        │              │
│ Parent Title │        │  Child Title │
│              │        │              │
└──────┬───────┘        └──────┬───────┘
       │                       │
┌──────┴───────┐        ┌──────┴───────┐
│              │        │              │
│ Call Number  │        │ Call Number  │
│              │        │              │
└──────┬───────┘        └──────┬───────┘
       │                       │
┌──────┴───────┐               │
│              │◄──────────────┘
│    Item      │
│              │
│  (Barcode)   │
│              │
└──────────────┘
```
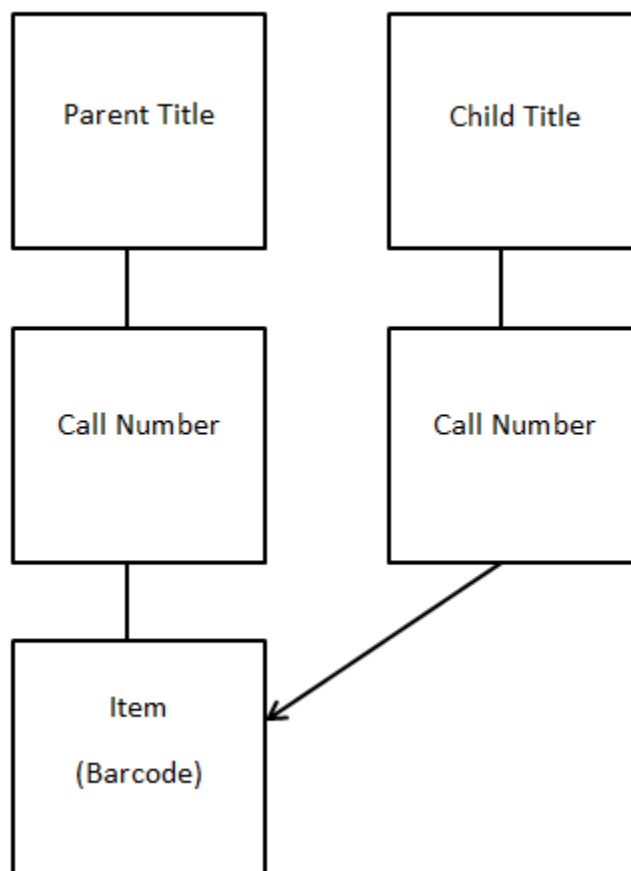
To create bound-with links:
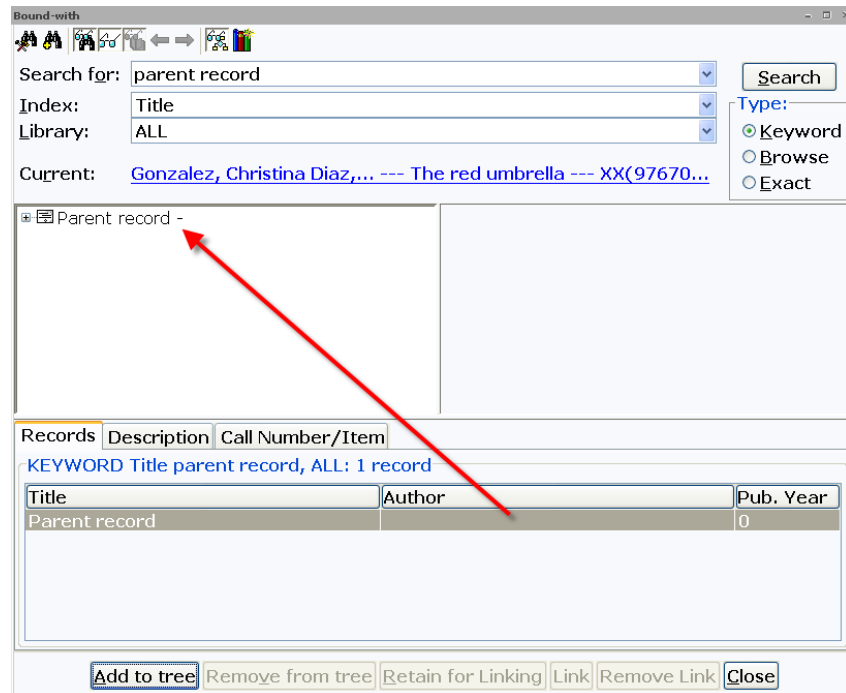
1. Within the Cataloging toolbar, open the Special group of wizards.

2. Click the *Bound-withs* wizard. Bound-withs

3. Using the Index drop down, select the index you want to use for searching catalog information.

4. Type in your search terms in the Search for field and click **Search**.
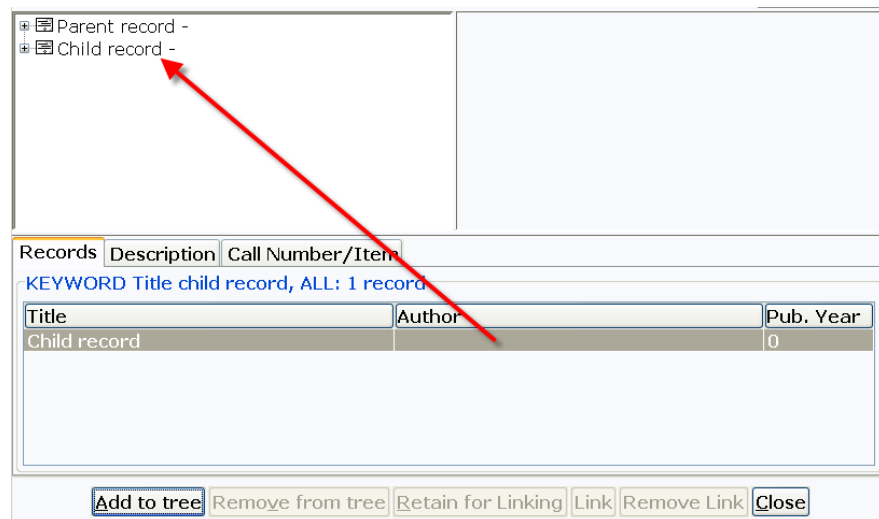
5. Select the title to be bound and click **Add to Tree**.

6. Type the search terms for the next record in the Search for field and click **Search.**

7. Select the title to be bound and click **Add to Tree**.

8. Click the title in the tree with no copy attached, and click **Retain for Linking**. To see the record information, use the + sign to expand the information.
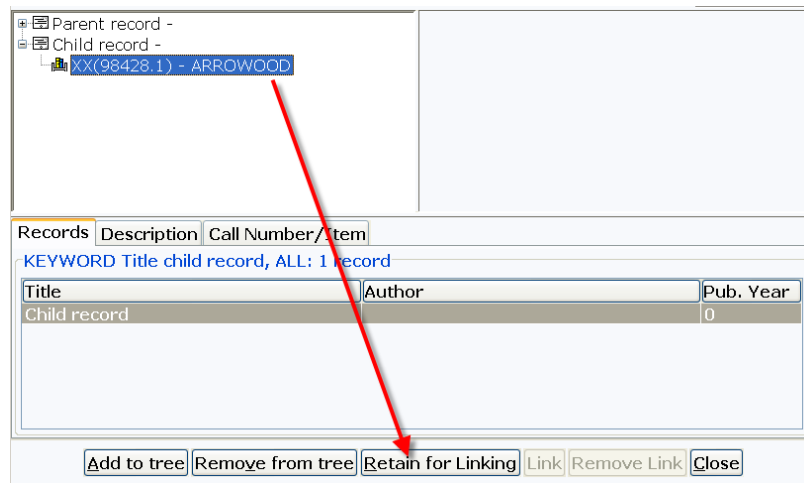
9. Click the item record of the other title, and click **Link**. To access the item record, use the + sign to expand the information.
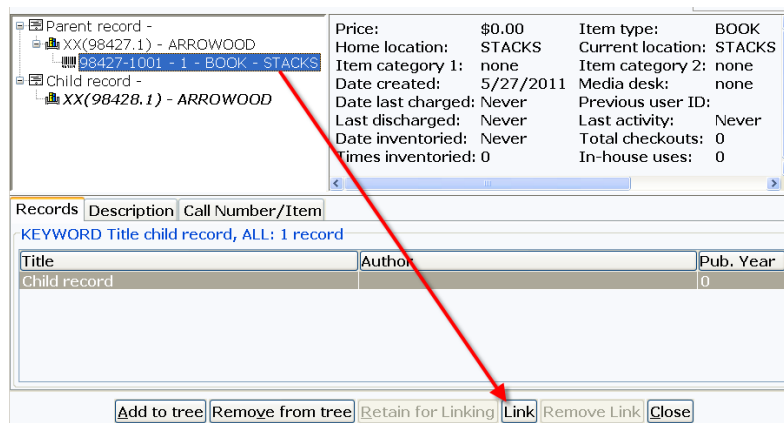
10. Click **OK** to the confirmation message.
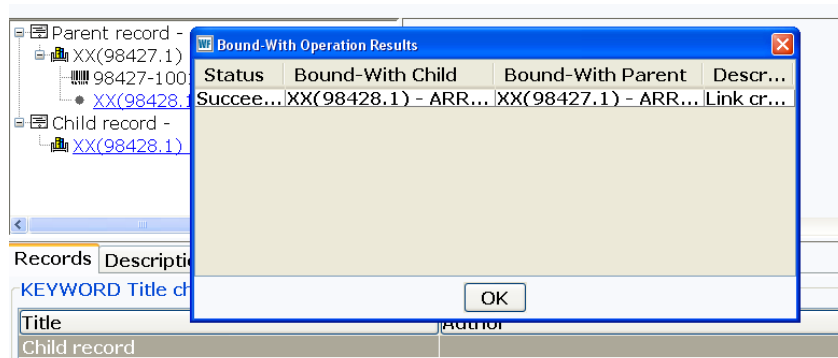
11. Click **Close**.

Transfers Wizard
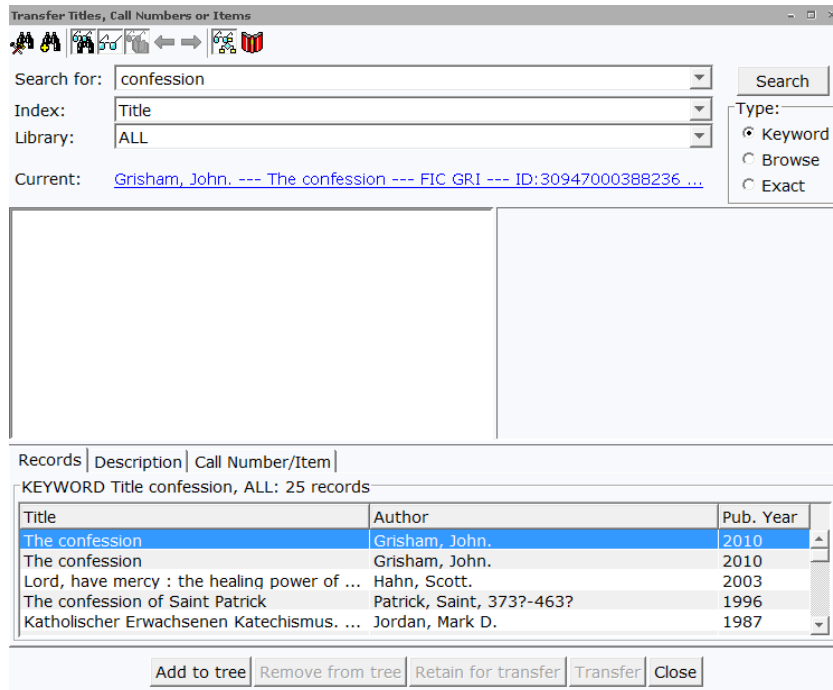
Use the *Transfers* wizard to transfer item or call number records to other existing call number or title records.

The *Transfers* wizard is used to perform the following functions:

- Transfer an item to an existing call number.

- Transfer a call number and all of its associated items to a different existing catalog record.

- Transfer all call numbers/items from one existing catalog record to a different existing catalog record.

To transfer an item to an existing call number:

1. Within the Special group of wizards, click the *Transfers* wizard.

2. Type the search terms for the next record in the Search for field and click **Search**.

3. To view the bibliographic information about the record, click the **Description** tab. To view the call number or item information, click the **Call Number/Item** tab.

4. Select the title to be transferred and click **Add to Tree**.

5. In the Transfer tree pane, select the record you want to transfer, and then click **Retain for Transfer**. Use the + signs to expand the record.

You can select multiple records in the Transfer tree. To select sequential records, click the first record. Hold down SHIFT and click the last record. All records between the first and last selection are highlighted. To select non-sequential records, hold down CTRL and click each individual record.

6. After the record has been retained for transfer, select the destination record to which you want to transfer the item(s).

7. Click **Transfer**.

8. Click **OK**.

9. Click **Close** to exit the wizard.

Users can only transfer call numbers and items for libraries in their Call Number Maintenance and Item Maintenance library groups.

To transfer a call number and all of its associated items to a different catalog record:

1. Within the Special group of wizards, click the *Transfers* wizard.

2. Type the search terms for the next record in the Search for field and click **Search**.

3. To view the bibliographic information about the record, click the **Description** tab. To view the call number or item information, click the **Call Number/Item** tab.

4. Select the title to be transferred and click **Add to Tree**.

5. Select the title to which the call number and associated items will be transferred and click **Add to Tree**.

6.   In the Transfer tree pane, select the record you want to transfer, and then click **Retain for Transfer**. Use the + signs to expand the record.
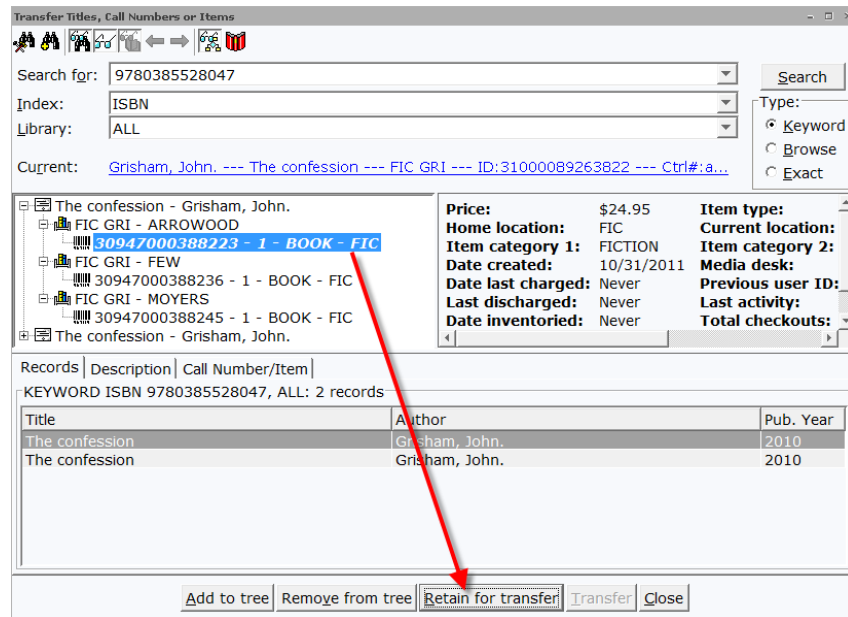
7.   After the record has been retained for transfer, select the destination record to which you want to transfer the item(s).
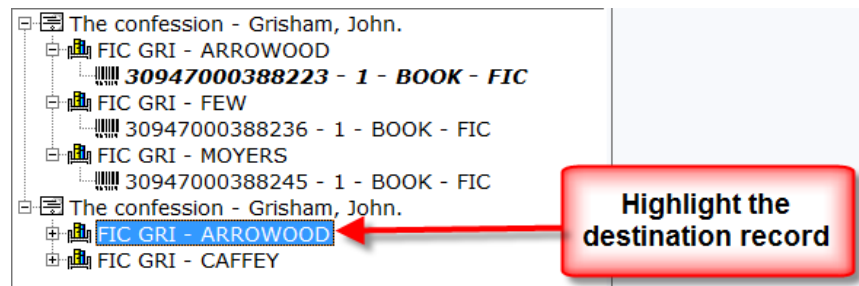
8.   Click **Transfer**.
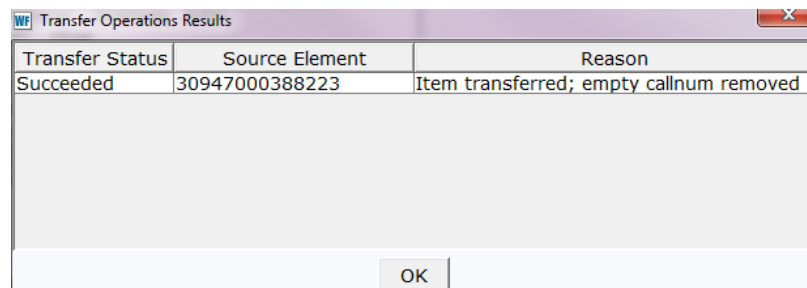
9.   Click **OK**.

10.   Click **Close** to exit the wizard.

To transfer all call numbers/items from one existing catalog record to a different existing catalog record:

1. Within the Special group of wizards, click the *Transfers* wizard.

   ![Transfers]

2. Type the search terms for the next record in the Search for field and click **Search**.

3. To view the bibliographic information about the record, click the **Description** tab. To view the call number or item information, click the **Call Number/Item** tab.

4.   Select the title to be transferred and click **Add to Tree**.

5.   Select the title to which the call number and associated will be transferred and click **Add to Tree**.

6.   In the Transfer tree pane, select the record you want to transfer. If necessary, use the Ctrl key to select multiple call numbers.

7.   Click **Retain for Transfer**.

8.   After the record has been retained for transfer, select the destination record to which you want to transfer the item(s).

9.   Click **Transfer**.

10. To remove the title, click **Yes**. To retain the title record, click **No**.

11. Click **OK**.

The removed catalog record will show as "Unavailable for display" until the Add, Delete, Update Databases report runs. This report runs automatically on a daily basis

12. Click **Close** to exit the wizard

Copy Cataloging Using SmartPort

In this section, you will learn to:

- Configure the SmartPort properties.
- Find and capture records into the catalog using a Z39.50 connection.

For more information on using SmartPort, see "Appendix A – SmartPort" in this training guide.

About Z39.50

Z39.50, the American National Standard Information Retrieval Protocol, provides a standard language for computer-to computer information retrieval. The Z39.50 protocol translates commands back and forth between the local system and the external database provider. This standard translation of commands allows the local user to search the external database using familiar local commands, and then view search results in familiar local displays.
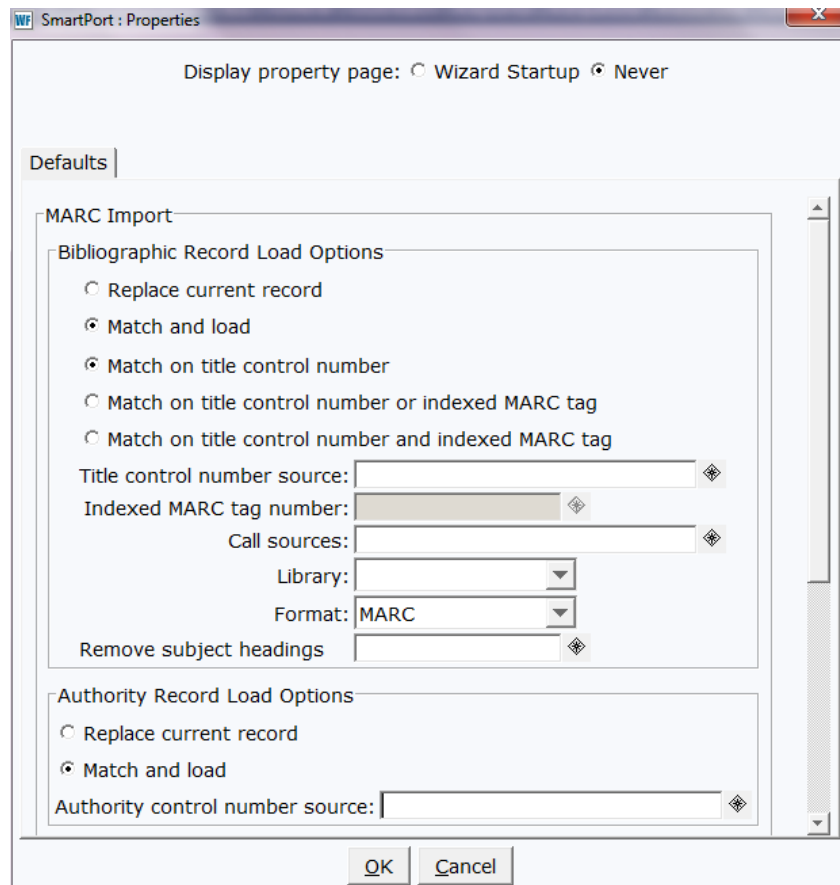
Using SmartPort

SmartPort is an optional feature that allows dynamic capturing and loading of MARC bibliographic and authority records from a Z39.50 server directly into the library's catalog.

SmartPort Configuration

When SmartPort captures a record and loads it into the library's catalog, it uses specified match points to determine if the record already exists in the catalog.

To set default values at your workstation, right-click the *SmartPort* wizard, and select **Properties**.

You can choose to display this page as follows:

- **Wizard Startup** – Displays the properties page only when the wizard is selected from the toolbar.

- **Never** – Allows you to see these properties only when you point to the wizard's toolbar button, right-click, and select **Properties** on the shortcut menu.

Select one of the following options:

- **Replace current record** – Designates the incoming record to replace the last record viewed at the workstation.

- **Match and load** – Allows SirsiDynix Symphony to search for a matching record based on the match points options explained below. If the system finds a match, it will overlay the existing record. If the system does not find a match, it will create a new title record.

If you have decided to Match and Load your record, move on to select one of the following options:

- Match on Title Control Number matches only on the options listed in the Title Control Number Source field.

- Match on Title Control Number or Indexed MARC Tag considers the incoming record a match if the title control number of a library catalog record matches one of the specified Title Control Number Source fields in the imported record, or if one of the standard matching numbers from the incoming record as listed in the Indexed MARC Tag Number field finds a match in an existing SirsiDynix Symphony database index.

- Match on Title Control Number and Indexed MARC Tag considers the incoming record a match if the title control number of a library catalog record matches one of the specified Title Control Number Source fields in the imported record, and if at least one of the standard matching numbers from the incoming record as listed in the Indexed MARC Tag Number field finds a match in an existing SirsiDynix Symphony database index.

Title Control Number Source

The Title control number source field indicates the values used to specify the entries in the MARC record that should be checked for a match in the catalog when using the Match and load option.

Use the gadget to select source options in order of preference. A sequence of letters representing each option is then recorded. SirsiDynix Symphony uses these letter values to search for a potential match within the title control numbers of existing records. If you are an OCLC library, for example, the OCLC number is probably the primary match point for title records. Other libraries might use an LCCN if definitive, but an ISBN if the other value is not present. The values in this field are letter codes that refer to specific MARC entries.

SirsiDynix Symphony checks the catalog for a match on the first match point value. If no match is found, the second match point is checked. This pattern continues until all match points have been checked. If the match points specified are exhausted, the incoming record is considered new.

Index MARC Tag Number

This field is available only when the Match on Title Control Number and Indexed MARC Tag option or the Match on Title Control Number or Indexed MARC Tag option is selected.

Indexed MARC Tag Number specifies the MARC tag values to check for a match in addition to the title control number. If this field is used, SirsiDynix Symphony checks the catalog for a MARC tag match on the first Indexed MARC Tag Number value. If no match is found, the second Indexed MARC Tag Number is checked, and this pattern continues until either a match is found, or all Indexed MARC Tag Numbers have been checked. A *Match MARC Tag Hierarchy* gadget is provided to select Indexed MARC Tag Number values.

Specify the indexed marc tag you wish to match on by using the gadget.

The indexed fields/subfields that may be used include the following:

- 001 Control Number
- 010|a LCCN
- 020|aISBN
- 022|aISSN
- 024|aOther standard identifier number
- 028|aPublisher number
- 035|aSystem control number

Call Sources

The Call sources field specifies the entry or entries to use for the call number. Use the gadget to select the following values:

- Classification – Determines the class scheme that will be assigned.

- Entry ID – The system will look to the specified entry of the incoming title for a call number.

- Subfields – Defines what subfields of the Entry ID will be used for the call number.

- Occurrences – If multiple entries of the Entry ID exist, the system will either use the first or the last occurrence of the tag.

In the example below, the system will look in the 050 entry of the incoming title record for a call number. A class scheme of LC will be assigned. The system will use all subfields in the 050 for the call number. If there are multiple 050 entries, the system will use the first occurrence.

If the record does not contain 050 entries, the system will look in the 090 entry. A class scheme LC will be assigned. All subfields in the 090 will be used, if multiple 090 entries exist, the system will use the first occurrence.

If the record does not contain 050 or 090 entries, the system will create a default call number in the format XX(12345.0). In this case, the class scheme will be AUTO.

Library

This field specifies the library for which this record is being loaded. This field is required.

Format

This field specifies a default catalog format of the record being loaded to be used if the record does not contain that information. The MARC format is the most commonly used format for monographic materials.

Remove Subject Headings

This field specifies one or more subject headings to be removed from the incoming record, based on the 6XX second indicator values, before it is loaded into the catalog.

The following valid MARC21 6XX second indicator values can be selected using the *Subject Source* gadget.

- 0=LC Subject Headings
- 1=LC Subject Headings for Children's Literature
- 2=National Library of Medicine Subject Headings
- 3=National Agricultural Library Subject Headings
- 4=Source not specified
- 5=National Library of Canada Subject Headings
- 6=Répertoire de vedette-matière
- 7 = Source specified in subfield 2

For information on the Authority Record Load Options, refer to "Capturing and Loading Authority Records" on .

Save Directory

When saving records that have been captured via SmartPort to a file, the default directory the file is saved to is C:\Documents and Settings\[network login]\Sirsi\Workflows\Z3950\Save. Use the gadget to assign a new default directory for this purpose.

Verify Options
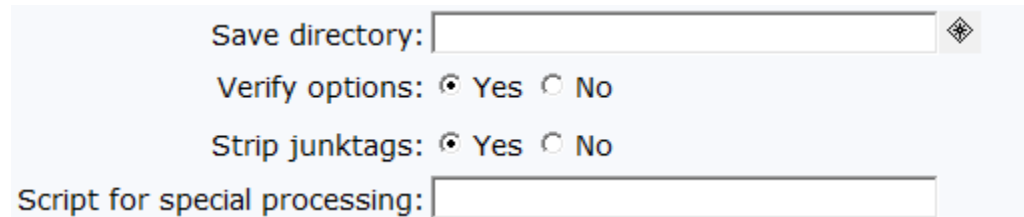
If Verify Options is set to Yes, a window will display the Smart Port configuration options every time a record is captured. To suppress this window, set Verify options to No.

Strip Junktags

Certain entry IDs (tags) may not be loaded in your library's catalog. These tags can be added to a junktag file (zimportjunktag) on the server by your system administrator.

If the junktag file is in use and this option is set to Yes, those tags are automatically removed from incoming records and cannot be restored.

If this option is set to No, all tags in the imported record will be loaded.

Save directory:
Verify options: ⊙ Yes ○ No
Strip junktags: ⊙ Yes ○ No
Script for special processing:

Script for Special Processing
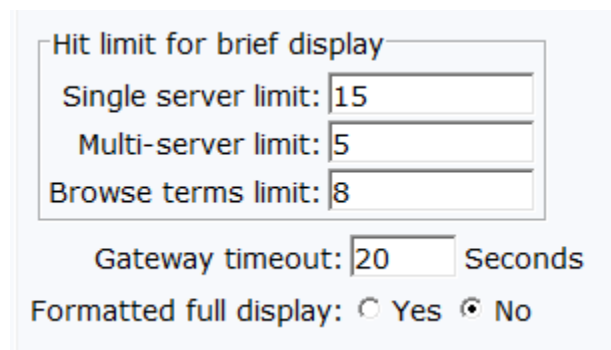
Users may implement a script to do raw marc processing before capturing or saving the incoming records. Scripts should be saved in the Bincustom directory on the server.

Hit Limit for Brief Display

The **Single server limit** specifies the number of brief records to display in the search results for single server searches.

The **Multi–server limit** specifies the number of brief records to display in the Search Results for multiple server searches.

The **Browse terms limit** determines the number of browse terms to display for servers that support the browse option.

Hit limit for brief display
Single server limit: 15
Multi-server limit: 5
Browse terms limit: 8

Gateway timeout: 20 Seconds
Formatted full display: ○ Yes ⊙ No

Gateway Timeout

The **Gateway** timeout specifies a length of time the *SmartPort* wizard allows for connecting to a Z39.50 server before the request times out.

Gateway timeout must have a value or SmartPort will be unable to connect to any Z39.50 server.

Formatted Full Display

The **Formatted full display** specifies whether or not the record in the viewing window will default to Formatted. The Yes option displays the labeled fields. The No option displays MARC entry tags.

Capturing and Loading Records

Connecting to a Z39.50 Server

To connect to a Z39.50 server:

1. Within the Common Tasks group of wizards, click the *SmartPort* wizard. SmartPort
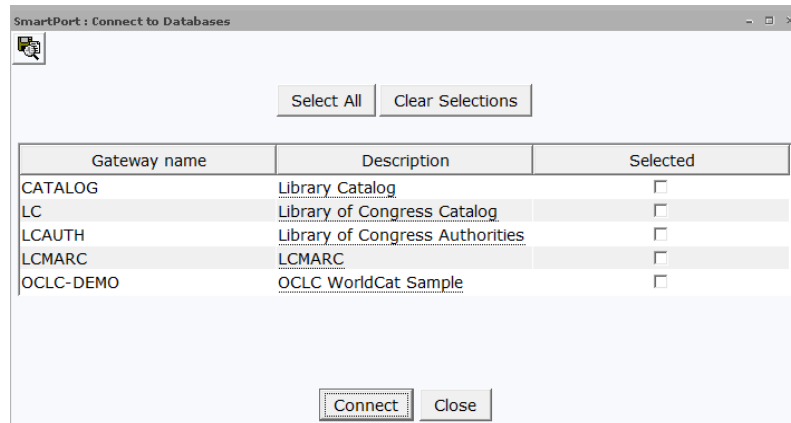
2. Select the server(s), and click **Connect**.
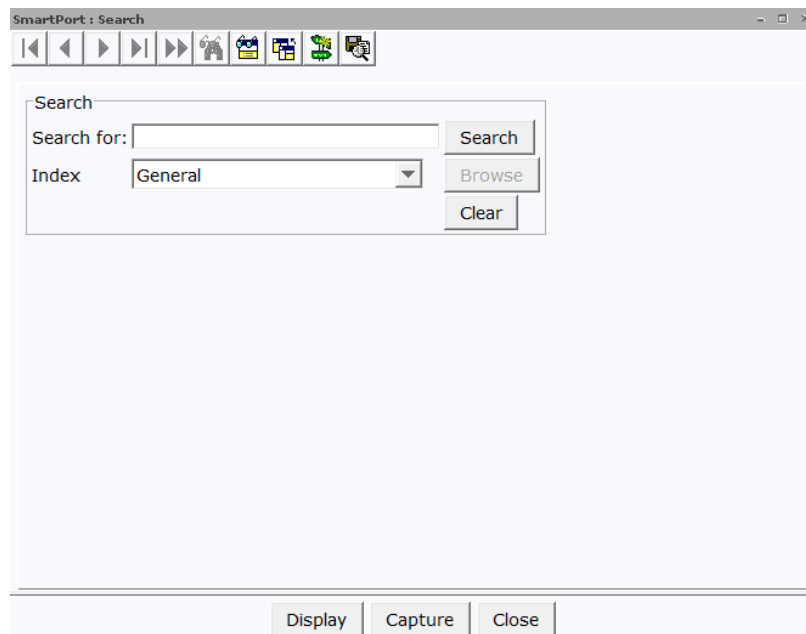
Searching with SmartPort

To search for records to add to your catalog:

1. Type the search terms in the Search For box, select the appropriate Index, and click **Search**.

2. If necessary, use the helpers to move forward and backward through the list.

3. To view a record, click the title and click **Display**.

4. Review the record. Use the scroll bar to view additional lines of the record. To view another record, use the helpers to move through the list one record at a time. Click **Close** to return to the Search window.

Capturing Z39.50 Records Using SmartPort

To capture a Z39.50 record:

1. When you find a record to add to your library's catalog, click **Capture** in either the Search or Viewing window. If you selected the Verify options check box in the SmartPort Properties, the following window appears:

```
SmartPort : Capture                                          _ □ x

   ○ Replace current record
   ⦿ Match and load
   ⦿ Match on title control number
   ○ Match on title control number or indexed MARC tag
   ○ Match on title control number and indexed MARC tag
   Title control number source: is                        ◈
   Indexed MARC tag number:                            ◈
              Call sources: LC,050,,N/LC,090,,N          ◈
                  Library: ARROWOOD        ▼


                              OK    Close
```

2. Make any necessary changes. The Replace Current Record option overlays the bibliographic record that was most recently viewed in WorkFlows. The Match and Load option uses the specified match points to determine whether any record in the catalog matches the one being captured.

Even if you use the Replace current record option, you must complete the Match and load fields as the fields are required.

3. After making changes or accepting defaults, click **OK**.

4. The incoming record has not yet been added to the catalog. Edit the record as needed. Use the helpers to add missing entries or delete unwanted entries.

5. Click **Save** to save the record and add it to the catalog.

    Keep in mind that any record created from SmartPort contains just title and call number-level records. Copies should be added using the *Call Number and Item Maintenance* or *Add Item* wizards.

6. Click **Close** to close the window and return to the SmartPort Search window.

7. Continue searching for other titles, or click **Close** to close the *SmartPort* wizard. This closes all Z39.50 connections.

Replacing Records Using SmartPort

When capturing records, existing records can be overlaid if Match and load is selected and a match is found, or if Replace current record is selected.

Match and Load

If Match and Load is selected, SirsiDynix Symphony will search for a matching record based on the match options that include matching on the title control number and or matching on a numeric keyword index key.

Match on title control number

If Match on title control number is selected only the title control numbers of the existing records are matched against the corresponding entries of the incoming record.

SirsiDynix Symphony checks the catalog for a match on the first title control number in the list. If no match is found, the second title control number in the list will be checked, and this pattern will continue until all values have been checked.

Match on title control number or indexed MARC tag

Match on title control number or indexed Marc tag considers the incoming record a match if the title control number of a library catalog record matches one of the specified Title Control Number Source fields in the imported record, or if one of the standard matching numbers from the incoming record as listed in the Indexed MARC Tag Number field finds a match in an existing SirsiDynix Symphony database index.

Match on title control number and indexed MARC tag

Match on title control number and indexed Marc tag considers the incoming record a match if the title control number of a library catalog record matches one of the specified Title Control Number Source fields in the imported record, and if at least one of the standard matching numbers from the incoming record as listed in the Indexed MARC Tag Number field finds a match in an existing SirsiDynix Symphony database index.

Index MARC tag number

The field is available only when the Match on Title Control Number and Indexed MARC Tag option or the Match on Title

Control Number or Indexed MARC Tag option is selected.

Indexed MARC Tag Number specifies the MARC tag values to check for a match in addition to the title control number, if desired. If this field is used, SirsiDynix Symphony checks the catalog for a MARC tag match on the first Indexed MARC Tag Number value. If no match is found, the second Indexed MARC Tag Number is checked, and this pattern continues until either a match is found, or all Indexed MARC Tag Numbers have been checked. A *Match MARC Tag Hierarchy* gadget is provided to select Indexed MARC Tag Number values.

Specify the indexed marc tag you wish to match on by using the gadget.

If SirsiDynix Symphony finds a matching record, a message will open indicating a matching record was found and on which title control number entry the match was made.
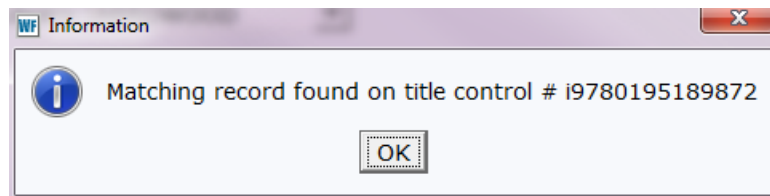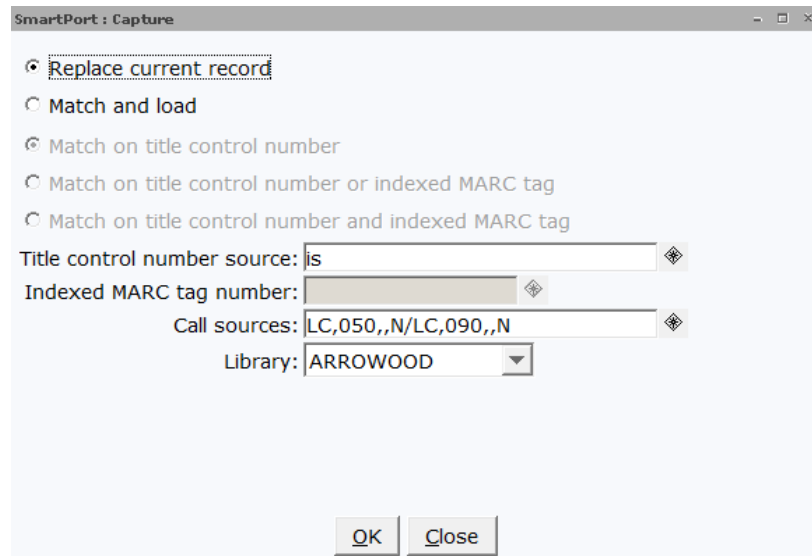
Click **OK** to close the message, and the incoming record is displayed. Edit the record and click Save, or click **Close** to cancel the overlay.

If no match is found, a new record will be created and assigned the first title control number source listed for which an entry is found in the incoming record.

Replace Current Record

An individual SirsiDynix Symphony record can also be overlaid with a more complete cataloging record even without meaningful title control information. For example, a brief order level record can be overlaid with the full record from a bibliographic utility, even though the brief record
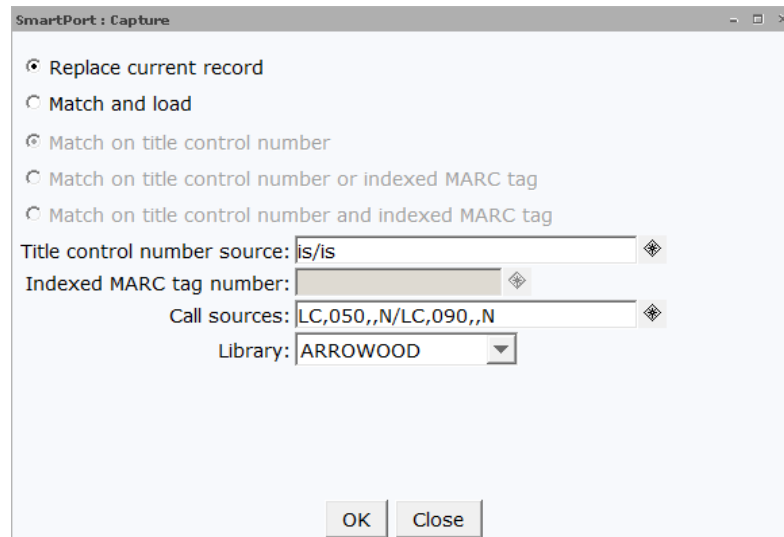
contains no matching title control number values. This can be accomplished by selecting Replace Current Record, as long as the brief order level record is the current record.

To replace the existing title control number for the record, add a forward slash and repeat the title control number sequence in the Title control number source field (for example, "ils/ils").

If Replace Current Record is selected, the incoming record will replace the last record accessed in the workstation. The following window appears with the call number, author, and title information about the record to be replaced.
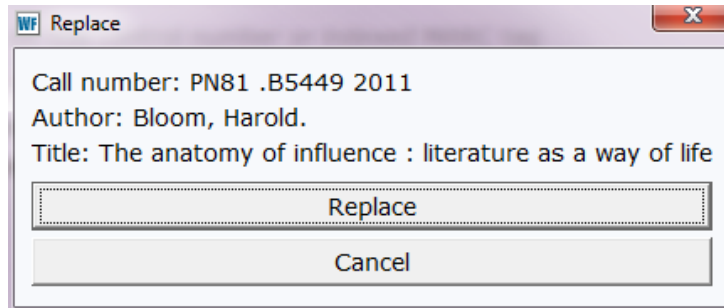
Click **Replace** to replace the existing record or click Cancel to cancel the transaction. If a bibliographic record has not been accessed in this workstation session, the following error message appears:
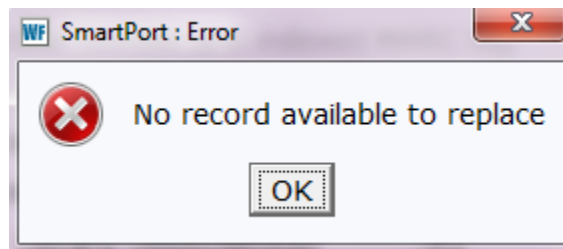
Loading Records Using Reports

In this section, you will learn to:

- Import bibliographic data onto the SirsiDynix Symphony server.

- Run the Load Bibliographic Records report to add titles to the catalog.

Records can also be batch loaded into your SirsiDynix Symphony catalog using a two-step process. The first step is to use MARC Import, which copies a file of records to the SirsiDynix Symphony server. The second step is to run the Load Bibliographic Records (Bibload) report, which adds those titles to the catalog. Depending on your selection when scheduling this report, SirsiDynix Symphony can use holdings information in the bibliographic record to create copy-level records, create copies for new titles based on a default Holding Code, or ignore item-level records altogether.

The following discussion describes a common scenario. It walks you through copying a file of records from local or network drives to the proper directory on the SirsiDynix Symphony server. The second phase of the example outlines the options for setting up the report to load those bibliographic records.

For other alternatives to loading records in batch, see "Appendix B – Load Bibliographic Records Report."

Importing Records with MARC Import

Use the *MARC Import* wizard to import files of bibliographic or authority records from a local or a network drive. Once imported, files can be listed, viewed, or removed.

Authority and bibliographic records can be in the same file—the *MARC Import* wizard separates the bibliographic and authority records into individual files to be processed separately with the appropriate reports. As part of the import process, SirsiDynix Symphony first creates a file for bibliographic records in the /Unicorn/Marcimport directory on the server and writes any bibliographic records to this file. A file is also created in /Unicorn/Marcimport/Authtemp on the server, and any authority records are written to this file.

To import bibliographic data:

1. Navigate to the Utility toolbar and click the *MARC Import* wizard.

2. Verify that Marc is the selected file type, or click Sirsi flat (flat ASCII), if necessary.

3. Click the *Source* gadget to navigate to a file of records saved on your hard drive or to a shared file server.

4. In the Destination box, type your new name for the copy of the files on the host machine. Be sure to make a note of the destination file name to load the records into the SirsiDynix Symphony catalog via reports.

You may want to establish a naming convention based on the file creator and/or date created in naming your files of bibliographic records. A file imported to the server does not need to be loaded immediately into the catalog. Files can be given a descriptive name to distinguish them from other bibliographic records and loaded at your convenience.

5. Click **Import**.
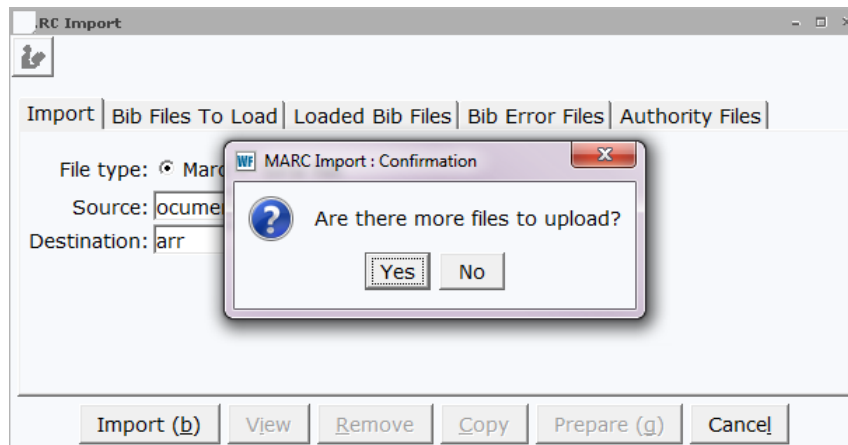
6. If you have no other files to load at this time, click **No**. If you have additional files to load to the server, click **Yes**. This option will append the next file to the one that has just been loaded.

    When finished importing files, a log file appears:
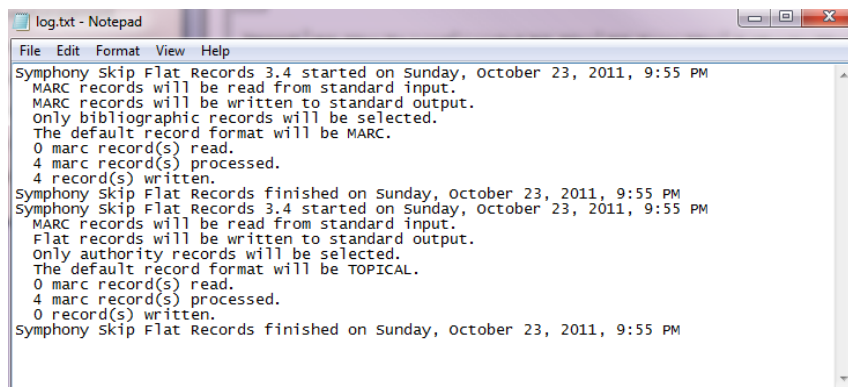
7. Click the X in the upper right corner to close this window. The *MARC Import* wizard remains open.

8. Click **Cancel** to exit the wizard.

After the files load, the file name displays on the Bib Files to Load tab (Authority files display on the Authority Files tab).

Once you complete the first part of the batch load process— saving the file of records to the server— you can load the records into the catalog via reports.

Running the Load Bibliographic Records Report

Follow these steps through the process of loading a file of imported bibliographic records in a common scenario. This example ignores any local holdings information found in the records. It uses a default holding code to create copies when creating titles.

To run the Load Bibliographic Records report:

1. Navigate to the Reports toolbar and click the *Schedule New Reports* wizard. 🗐 Schedule New Reports

   ❓ If you regularly load records into the system in batch, you may want to add the *MARC Import*, *Schedule New Report*s, and *Finished Reports* wizards to your existing Cataloging toolbar. For information on modifying the toolbar, see WorkFlows online Help.

2. Click the **MARC Import** tab.

3. Double-click the Load Bibliographic Records report or highlight it and click **Setup & Schedule**.

4. If necessary, rename the report to help identify it later in your list of template reports.

5. Click the **Load** tab.

6. On the **Load** tab, make the following selections:

Load Tab

Input file

File to load – The records to be loaded must have already been imported using the *MARC Import* wizard.

In the File to load list, select a file to load from those present in the directory. If you do not see your file name here, it was not loaded properly and you will need to run MARC Import again.

File format – Click MARC to load any files that are MARC format. Click flat to load files in ASCII format.

Title Control Processing

Key Matching

Title control number matching rule – The title control number matching rule determines if matched records will be replaced, if new records should be created and what, if any, records should either load for review or write to an error log. Use the gadget to choose the appropriate option for your library. More information about each option is available in "Appendix B – Load Bibliographic Records Report" on <u>page 233</u> and the WorkFlows online Help.

> Certain tags, such as the 500, may be designated as Local and they should not be overwritten when overlaying records; consult your SirsiDynix Symphony system administrator.

Matching Options

In addition to matching on the SirsiDynix Symphony title control number, the match and load option can be told to match on a numeric keyword index key. Choose one of the following options:

- **Match on Title Control Number** matches <u>only</u> on the options listed in the Title Control Number Source field.

- **Match on Title Control Number or Indexed MARC Tag** considers the incoming record a match if the title control number of a library catalog record matches one of the specified Title Control Number Source fields in the imported record, or if one of the standard matching numbers from the incoming record as listed in the Indexed MARC Tag Number field finds a match in an existing SirsiDynix Symphony database index.

- **Match on Title Control Number and Indexed MARC Tag**
  considers the incoming record a match if the title control number
  of a library catalog record matches one of the specified Title
  Control Number Source fields in the imported record, and if at
  least one of the standard matching numbers from the incoming
  record as listed in the Indexed MARC Tag Number field finds a
  match in an existing SirsiDynix Symphony database index.

Title control number source for incoming items

This field is similar to the Title Control values discuss above under
SmartPort. The title control number source rule prescribes the number
used as the title control number in SirsiDynix Symphony. In determining
whether an incoming record matches a record already in the SirsiDynix
Symphony database, the title control numbers of existing records are
matched against the corresponding entries of the incoming record.
SirsiDynix Symphony checks the catalog for a match on the first match
point value. If no match is found, the second match point will be checked,
and this pattern will continue until all match points have been checked. If
the match points specified are exhausted, the incoming record will be
considered a new record. Use the *Title Control Key Rules* gadget to select
control number rules. For example, the sequence represented by "ils"
looks for an ISBN in the 020 field of the record, then an LCCN in the 010,
then an ISSN value in the 022.

Index Marc tag number

This field is available only when the Match on Title Control Number and
Indexed MARC Tag option or the Match on Title Control Number or
Indexed MARC Tag option is selected.

Indexed MARC Tag Number specifies the MARC tag values to check for
a match in addition to the title control number, if desired. If this field is
used, SirsiDynix Symphony checks the catalog for a MARC tag match on
the first Indexed MARC Tag Number value. If no match is found, the
second Indexed MARC Tag Number is checked, and this pattern
continues until either a match is found, or all Indexed MARC Tag
Numbers have been checked. A *Match MARC Tag Hierarchy* gadget is
provided to select Indexed MARC Tag Number values.

Specify the indexed Marc tag you wish to match on by using the gadget.

The indexed fields/subfields that may be used include the following:

- 001 Control Number
- 010 | aLCCN
- 020 | aISBN
- 022 | aISSN
- 024 | aOther standard identifier
- 027 | aStandard technical report number
- 028 | aPublisher number
- 035 | aSystem control number

Compare multiple occurrences of title control number field (not recommended)

If this option is selected, all recurring fields in the record such as ISBN 020 will be compared against the existing title control key. All of the fields with the designated prefix in the incoming record are matched against the existing title control key.

If this option is not selected (disabled), only the first field selected in your match list and encountered in the incoming record will be matched against the existing title control key. The first key encountered is always used for new records.

Process bibliographic delete status

With this option you can specify how incoming record that contains a "d" in the Leader/05 position should be treated.

If no matching record exists for an incoming record with a status of "d" (Leader/05), the report loads the incoming record as a new record.

If a matching record exists in the database for an incoming record, and the status of the record to be loaded is "d," one of the following processing options can be selected:

- Deleted – removes the matching record(s) from the database and does not load the incoming record.

> If the Deleted option is selected, the title and all call numbers/items will be deleted from the SirsiDynix Symphony database. However, if an item has a status that would prevent it from being deleted (for example, the item is charged), the records will not be deleted.
>
> The Load Bibliographic Records report does not write information to the history logs. If the Delete option is selected, any deleted records are not written to the history log.

- Listed – displays the matching record(s) from the database to the report log and does not load the incoming record.

- Ignored – ignores the matching records, does not list the matching record(s) to the report log, and does not load the incoming record.

- Loaded – ignores the record status "d," and loads the incoming record as a new record.

General Information

Update date cataloged

Each record created or updated by the loader displays a value in the Date Cataloged field of the Control tab. Use the *Calendar* gadget to select a date. If you decide to overwrite these records at a later point, you may want to use NEVER to give yourself the most flexibility.

Default record format

If the loader is unable to determine the format of the record, the default record format will be assigned. In the Default record format list, select a record format. MARC is SirsiDynix Symphony's record format for monographic print materials.

Update title control information from title information entry

Dates created, modified, and cataloged can be updated for each record during the load process using a title information entry such as the 948. If this field is left blank, dates created and modified will be set to the date of the load itself.

Update publication year

This option is preset and cannot be cleared (disabled). The publication year will be updated in the fixed field from the incoming record or entry type.

Remove entries listed in the file "junktag"

Certain entry IDs (tags) may not be used in your library's catalog. These tags can be added to a junktag file on the server by your system administrator.

If the junktag file (junktag) is in use and you select this option, those fields are automatically removed from incoming records and cannot be restored.

If this option is not selected (disabled), all fields in the imported record will be loaded.

Remove subject headings

This field specifies one or more subject headings to be removed from the incoming record, based on the 6XX second indicator values, before it is loaded into the catalog.

The following valid MARC21 6XX second indicator values can be selected using the *Subject Source* gadget.

- 0 = LC Subject Headings
- 1=LC Subject Headings for Children's Literature
- 2=National Library of Medicine Subject Headings
- 3=National Agricultural Library Subject Headings
- 4=Source not specified
- 5=National Library of Canada Subject Headings
- 6=Répertoire de vedette-matière
- 7=Source specified in subfield 2

If this option is not selected, all subject heading types will be loaded.

Use the gadget to make your library's selection here.

Call Number and Copy Processing

Holdings entry preprocessing

Certain types of records require preprocessing.

If you are using the 049 tag in the MARC record to construct your holdings, or new Microlif records with holdings information in the 852 field, or old Microlif records with holdings in a 9xx field, your records may require preprocessing. In these instances, select a preprocessing method in the Holdings entry preprocessing list.

If you use copy processing with a SirsiDynix holdings statement or are not using a holdings statement at all, these preprocessing methods are not required. In the Holdings entry preprocessing list, click **None**.

Copy processing

Copies can be created automatically during the load process using a holding code, a holdings entry statement such as the 949, or they can be created or modified manually after the load. Use the gadget to choose the appropriate option for your library. If opting to create copies using holdings statements, the *Entry ID* gadget does allow for one or more tags to be selected. You can enter a list of tag numbers, in the desired order of search, from which to extract holdings entry data from the incoming MARC records. Simply place commas in between i.e. 949,999.

Call number load rules

Similar to when you are importing a record with SmartPort, the rules selected in this field determine how the SirsiDynix Symphony call number is created from the bibliographic record and what classification scheme is used. Use the *Call Number Load Rule* gadget to select a rule or list of rules. As with SmartPort, you must select (1) an Entry ID, (2) a Class scheme, (3) subfields, and (4) first or last occurrence, and you may have multiple options saved in a hierarchy. Use the gadget to save these fields in the proper syntax.

Default holding code

All the records loaded by the report use the library and location information defined by the selected holding code. In the Default holding code list, select a holding code.

Be aware that only one holding code (and thus copies established for one library) can be selected per bibload, which could require using the cataloging wizards to modify call number information if titles are loaded for multiple libraries. You may want to work with your system administrator to establish more holding codes and load in smaller batches to minimize cleanup.

Create/update price from holdings statement, 020 subfield c

Each item has a Price field at the copy level that can be updated from subfield c of the 020 tag. Clear (disable) this option to retain the price in existing copy records when overlaying.

Update AUTO-assigned call numbers

Records created "on the fly" often have an auto-generated call number. Select this option to replace any AUTO call numbers in matched records with the incoming call number.

Error Records

If the Load for review option is selected, records that were selected not to load will be saved to a file on the server, which can be approved later, and then loaded using the Reload Bibliographic Records report. If this option is selected, you must complete the Default review status and Library fields.

- **Default review status** – All records loaded for review have a designated review status. In the Default review status list, select a default review status.

- **Library** – All titles in the report that are loaded for review are assigned a review status for the specified library. In the Library list, select a library.

If the Write to error file option is selected, titles that do not load will print in error in the report log, and the MARC records will be stored in files in the /Unicorn/Marcimport/Biberror directory.

7. Click the **Postload** tab.

Postload Tab

Transit and Holds Processing

Identify items with holds

If selected, the report will create a list of any new items created by the report that can be used to fill existing holds. If this option is selected, you must complete the Holdable locations field.

- Holdable locations – Use the gadget to select locations to include or exclude from consideration when new items added by the report are checked to see if they can fill an existing hold.

Sorted by

If you selected Identify items with holds, the Sorted by option becomes available. Select a sorting option for the list of items with holds.

Items Availability

The Item Availability options can help make it clear that newly created items are not available at their home locations. Click one of the following Item Availability options.

Make New Items Available at Their Home Libraries and Locations makes the new items created by the report available at their owning libraries and locations; this option does not put items in transit. This option is selected by default.

Make New Items in Transit From puts new items created by the report in transit to their owning libraries. When you select this option, you must select the name of the originating or "transfer from" library from the list. Items owned by the "transfer from" library will not go in transit.

Make New Items Available Soon assigns a special "available soon" location to all new items created by the report. The first Location policy with the AVAIL_SOON location type that the report finds is used as the location for the new items. The AVAIL_SOON policy is delivered and can be used as the special "available soon" location.
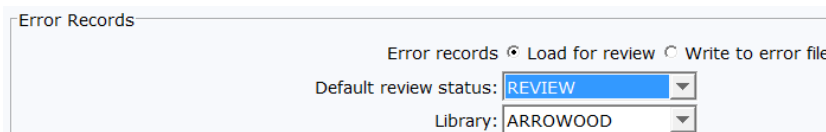
8.	After making your selections, click **Run Now** to run the report now; or, click **Schedule** to schedule the report to run at a later time.

You may want to click **Save As Template** to save your Bibload selections as a template before scheduling it to run. If you save a report as a template, the next time you run that report, you will only have to change a limited number of values in the report rather than recreating it. With Bibload, you may have to change the File to Load file name each time you run the report, depending on your file name conventions.

Reloading Error Records

If Load for Review option is selected, records that were rejected from the load are saved to a file on the server which may later be approved, then loaded using the Reload Bibliographic Records report.
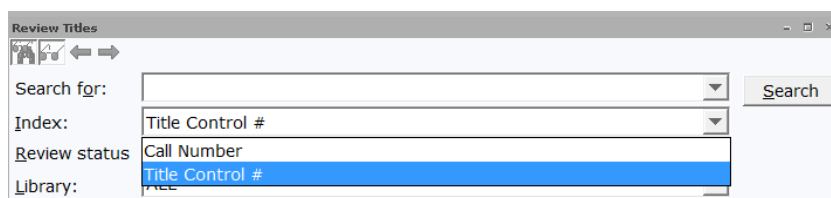
Review Titles Wizard

The *Review Titles* wizard is used to display and modify records in the Cataloging review file. Review records allow bibliographic records to be reviewed at the workstation without actually existing as part of the regular catalog. Review records are not indexed and cannot be created at the workstation. Review records are created using reports.

To reload rejected bibliographic records:

1.   Once the Load Bibliographic Records report has run and loaded bibliographic records for review, navigate to the Cataloging toolbar.

2.   Open the Special group of wizards and click the *Review Titles* wizard.

3.   In the Index list, specify the index you want to search. You can search the XX Call Number or a Title Control Number, however, it is not necessary to enter a specific search term.

4.   In the Review Status list, select a review status to qualify your search. If no other search options are entered, all review records containing the selected review status will display.

5.   In the Library list, select a library you want. If this option is used, it should be in conjunction with either a review status or a truncated Title Control Number search or a display error may result.

6. If your search finds results, a list of matching records displays in the hit list pane. If the View pane is turned on, the selected title will display in the lower portion of the window with two tabs, **Description** and **Details**.

7. Double-click the title you want to modify or select the title you want to modify, and then click **Modify**.

8. In the **Control** tab, use the drop down to change the status type to APPROVE or DELETE.
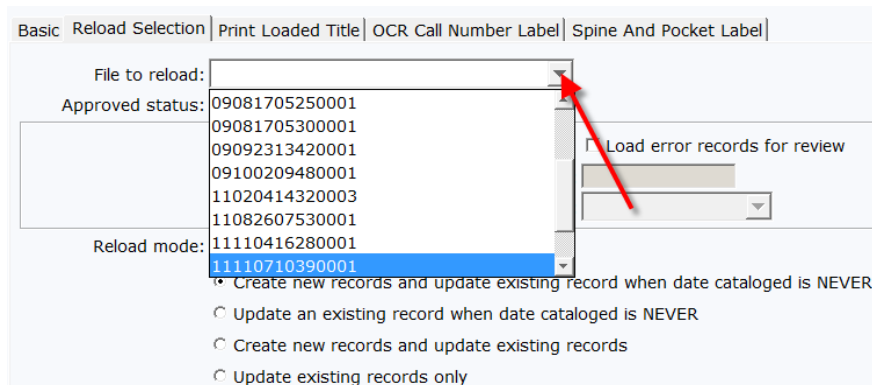
9. To make changes to the MARC fixed data or the bibliographic text of the title, click the **Bibliographic** tab.

10. After a title is modified, click **Save**.

11. Click **Return to Search**.

12. Repeat steps 4-11 for all of the titles that need to be approved.

13. Click **Close** to exit the wizard.

Reload Bibliographic Records Report

14. To reload the modified records, navigate to the Reports toolbar.

15. Click the *Schedule New Reports* wizard. ![Schedule New Reports]

16. Click the **MARC Import** tab.

17. Double-click the Reload Bibliographic Records report or highlight it and click **Setup & Schedule**.

18. Click the **Reload Selection** tab.

19. Using the drop down, select the appropriate file to reload.

The files to select from were generated by the Load Bibliographic Records report, or were saved as a review file for use in the *Review Titles* wizard. The batch names specified do not actually contain records; they contain the Load Selection or Review Selection specifications that were used when the records were first loaded. In the case of review records that were loaded in error from the original Load Bibliographic Records report, the file retains the load values specified in the original report. In the case of records loaded by the Review Bibliographic Records report, this name groups all of the records loaded at a particular time for review. Once either type of review record that has been loaded by these reports is given an APPROVED status at the workstation by using the *Review Titles* wizard, it may be loaded into the standard catalog. A file is identified for reloading based on the Batch Name specified for review records in the other two reports. Only APPROVED status records are loaded.

20. Make the other necessary selections in the **Reload Selection** tab such as Approved status, the Reload mode, Copy processing and Call number load rules.

For further information about the report and selections, refer to the WorkFlows online Help file "Reload Bibliographic Records Report."
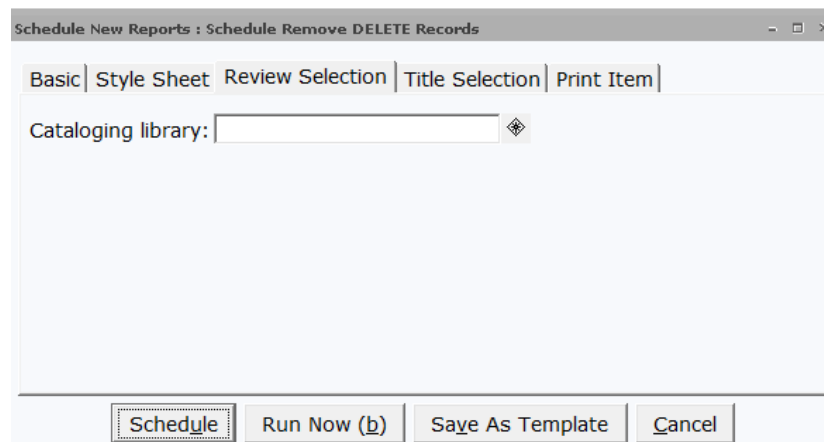
21. Make any other necessary selections in the tabs available.

22. Click **Run Now** to run the report now; or, click **Schedule** to schedule the report to run at a later time.

Remove DELETE Records Report

The Remove DELETE Records report removes items that were loaded for review or saved to an error file during a bibliographic record load, and then edited to have a Review Status type of DELETE. Review statuses and types are defined in your cataloging policies. You may only select items based on a particular cataloging library or libraries and/or by a specific date created.

To delete review records:

1. Within the Reports toolbar, click the *Schedule New Reports* wizard.

   ![Schedule New Reports icon] Schedule New Reports

2. Click the **Bibliographic** tab.

3. Double-click the Remove DELETE Records report or highlight it and click **Setup & Schedule**.

4. Click the **Review Selection** tab.

5. Using the gadget, select the cataloging library or libraries.

6. Click the **Title Selection** tab and use the gadget to select an appropriate date created for the review records to be deleted.

7. Click the **Print Item** tab and make the appropriate selection for printing deleted records.

8. Click **Run Now** to run the report now; or, click **Schedule** to schedule the report to run at a later time.

Cataloging Features

In addition to standard cataloging functions available in the wizards, there are additional features that help you maintain MARC data within your catalog. You can also work with your library's shadowed catalog records, and produce spine labels.

In this section you will learn to:

- Create MARC holdings records.
- Modify MARC holdings records.
- Delete MARC holdings records.
- Shadow records from public display.
- Removing items from the shadow catalog.

MARC Holdings Records

In SirsiDynix Symphony, MARC Holdings records are typically used with the Serials module to displays summary of serials holdings in the public catalog. However, there may be situations that require you to work with MARC holdings in your cataloging workflow. For example:

- The holdings information generated from serials control does not cover the library's full range of holdings.
- A previous title or ceased publication, which will not have a serials control record created, is cataloged and holdings should display.
- An enumeration statement or textual note that could not be generated from serials control needs to be added.
- A special holdings statement for a non-serial item needs to be added.
- You have received an issue in error, and need to remove the wrong issue from MARC holdings.

About MARC Holdings Records

The most common MARC Holdings record entries include:
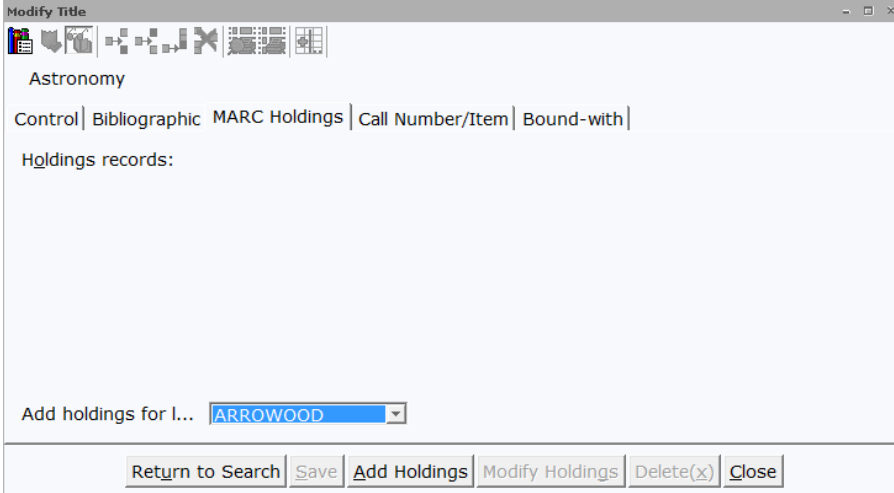
- **Location: 852** – Subfield c is required to create a MARC Holdings record in SirsiDynix Symphony. It is based on Location policies in your SirsiDynix Symphony system. Use the *Valid 852 Locations* helper to select a |c location, if a default value is not already present.

- **Patterns: 853** – This repeatable field is generated by serials control and establishes the format of the display. It provides the appropriate captions for the data.

- **Holdings: 863** – This repeatable field is generated by serials control and indicates the actual enumeration and chronology for a received issue.

- **Textual Holdings: 866** – This repeatable field contains a textual description of holdings.

When a title is being modified, the **MARC Holdings** tab displays. Additions, modifications, and deletions to MARC Holdings information can be made directly from this tab if this behavior property is selected.

Adding MARC Holdings Records

To add a MARC holdings record:

1. Within the Cataloging toolbar, click the Titles group of wizards.

2. Click the *Modify Title* wizard. 🖌 **Modify Title**

3. Type in your search terms in the Search for field and click **Search**.

4. Click the **MARC Holdings** tab.
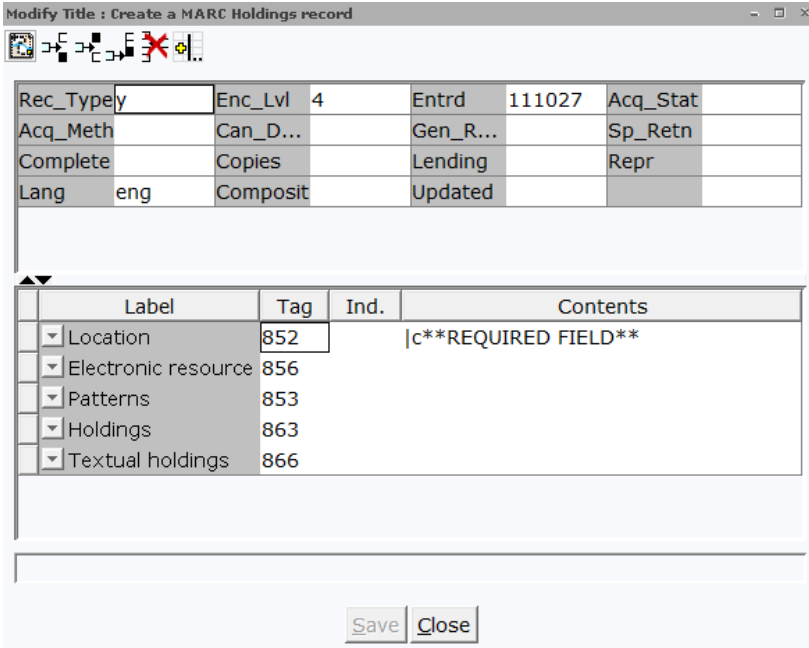
5. Select the library to which to add holdings, and click **Add Holdings**.

6. Enter 852 subfield c (this field is required). Use the *Show Valid 852 Locations* helper to display a list of valid holdings locations.

7. Enter additional entries and fixed fields as needed. Use the helpers to add fields if necessary.
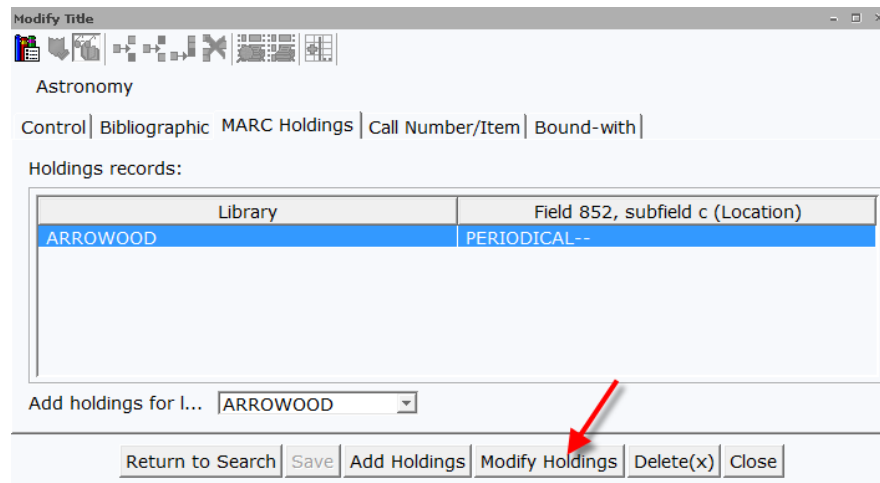
8. Click **Save**.

9. Click **Close**.

Modifying MARC Holdings Records

To modify an existing MARC Holdings record:

1. Within the Cataloging toolbar, click the Titles group of wizards.

2. Click the *Modify Title* wizard.

3. Type in your search terms in the Search for field and click **Search**.

4. Click the **MARC Holdings** tab.

5. Select the Holdings record to modify, and click **Modify Holdings**.

6. Make necessary changes to the fixed fields and entries that display. Use the helpers to enter additional valid MARC Holdings entries or delete unwanted entries. You can also right-click on existing entries to add fields before and after, append to a field, or delete a field.
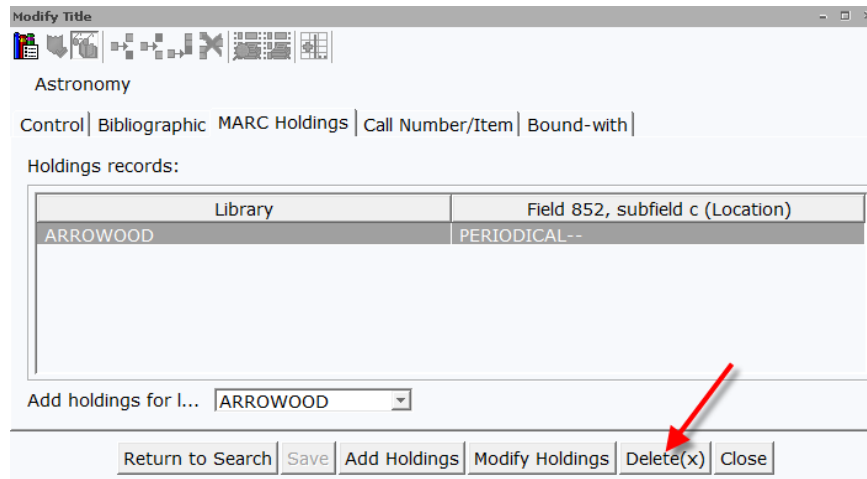
7. Click **Save**.

8. Click **Close**.

Removing MARC Holdings Records

To remove an existing MARC holdings record:

1. Within the Cataloging toolbar, click the Titles group of wizards.

2. Click the *Modify Title* wizard. ![Modify Title]

3. Type in your search terms in the Search for field and click **Search**.

4. Click the **MARC Holdings** tab.
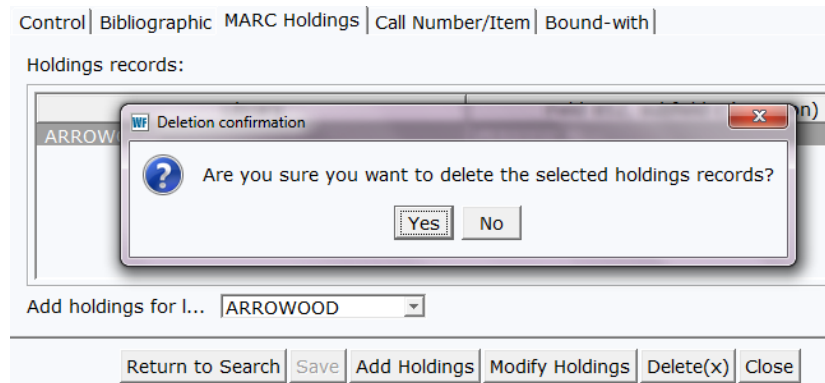
5. Click **Yes** to delete the holdings record.

6. Click **Close** to exit the wizard.

Shadowing Records from Public Display

SirsiDynix Symphony uses both a standard catalog and a shadow catalog. Users at public workstations can search and display only items from the standard catalog. Library staff can search and display items from both catalogs. By placing items in the shadow catalog, staff can hide (shadow) records that cannot be used by patrons, such as lost or missing items or items still being cataloged by technical services that are not yet available to the public.

As titles, call numbers, and copies are created or modified, each level can be shadowed. Because the catalog is hierarchical, everything below the highest shadowed level is suppressed from the public view so it is only necessary to enable the highest level of shadowing to hide all records below.

The shadow level of any item can be changed easily so that it moves from the standard catalog to the shadow catalog or from the shadow catalog to the standard catalog.

Shadowed by Item

Shadowed by Location
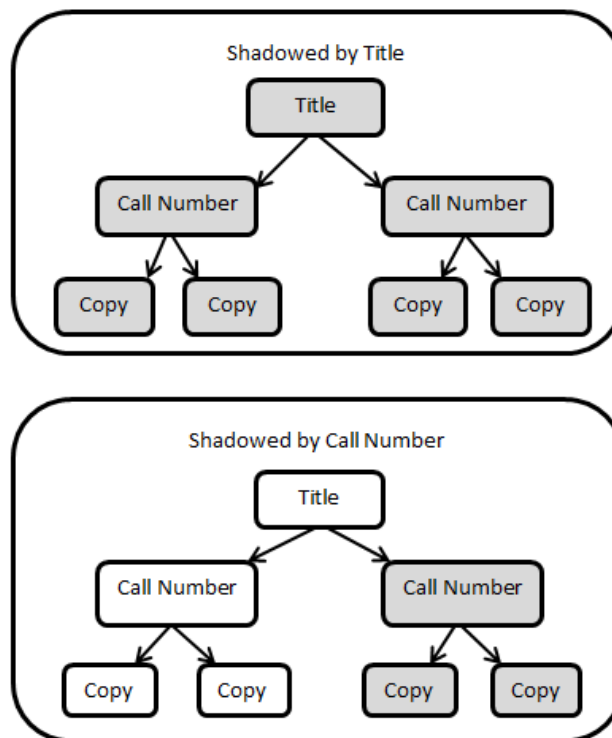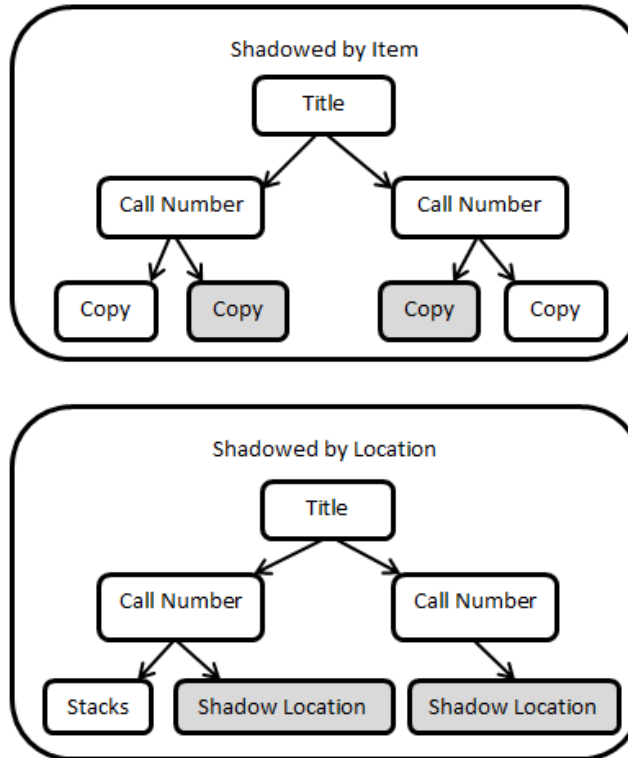
Additionally, materials can be shadowed by either home or current location. LOST-CLAIM, LOST-ASSUM and MISSING are examples of current locations delivered as shadowed. Additional shadowed locations can be set up for materials not accessible by patrons, such as items on order or being repaired. However, once a location is set up in the Location policies as shadowed, its shadow status cannot be changed.

If the only copy or call number attached to a title is shadowed, the title is shadowed as well.

Putting Items in the Shadow Catalog

Select the Shadow title, Shadow call number, or Shadow item check box within a catalog record using any of the cataloging wizards that allow you to add or change a catalog record.

To shadow the entire record, use the *Modify Title* wizard as the *Call Number and Item Maintenance* and *Edit Item* wizards will not allow changes to the **Bibliographic** tab.

Additionally, bibliographic records can be loaded to the shadow catalog using the Update Title Control Information from Title Information Entry (948) loading option in the Load Bibliographic Records report. If the bibliographic records have 948 tags with a value of Y in the subfield s, these records will load into the shadow catalog. For more information, go to Using the 948 Entry for Date Stamping and Shadowing on of this guide.

Removing Items from the Shadow Catalog

Disable the Shadow title, Shadow call number, or Shadow item check box within a catalog record.

To unshadow the entire record, use the *Modify Title* wizard as the *Call Number and Item Maintenance* and *Edit Item* wizards will not allow changes to the **Bibliographic** tab.

> If the only copy or call number attached to a title is shadowed, the title is shadowed as well.

You can also use the *Item Group Editor* wizard to identified shadowed items or items in a shadowed location and modify them to be unshadowed in batch.

Changes to the Shadow Catalog may make titles unavailable for display until the Add, Delete, Update Databases (adutext) report has run. This report is a regularly scheduled maintenance report that runs nightly.

Printing Cataloging Labels

Overview

The *Label Designer* wizard creates book spine labels and serial labels. You can create multiple label templates that include text elements, as well as elements from bibliographic, call number, and item records. When configuring book spine labels and serial labels you can customize splitting call numbers onto separate lines. You can also print labels, as well as preview labels before printing.

Once your label templates are created, you can select one as your system default for all labels. The customized templates you create are stored in the Config\LabelDesigner directory. Be sure to create a backup of this directory once you have created your templates.

In this section you will learn to:

- Create a default label template.
- Print labels on demand.
- Print labels in batch using a report.

Creating Label Templates

The Label Designer is used to create label templates that contain the fields you want to appear on your spine labels.

Before you can print labels, you must create a label template that determines what information you want to print on the label. You can create more than one label template and use different templates for different types of material.

The delivered SirsiDynixSampleItemBarcode, SirsiDynixSamplePatronLibCard and SirsiDynixSamplePatronMailLbl are sample label designer files for you to use as a template.

To create a label template:

1. On the Cataloging toolbar and within the Common Tasks group of wizards, click the *Label Designer* wizard. ▦ Label Designer

2. Click **Add** to create a new template.
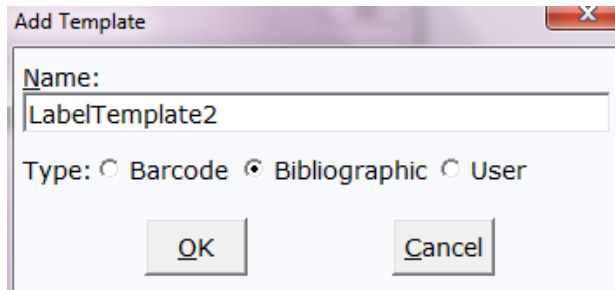
3. Type a Name for the template and click **OK**.

4. Select the new template from the list and click **Modify**.

5. Click the **Page** tab and define the page margins and page size.
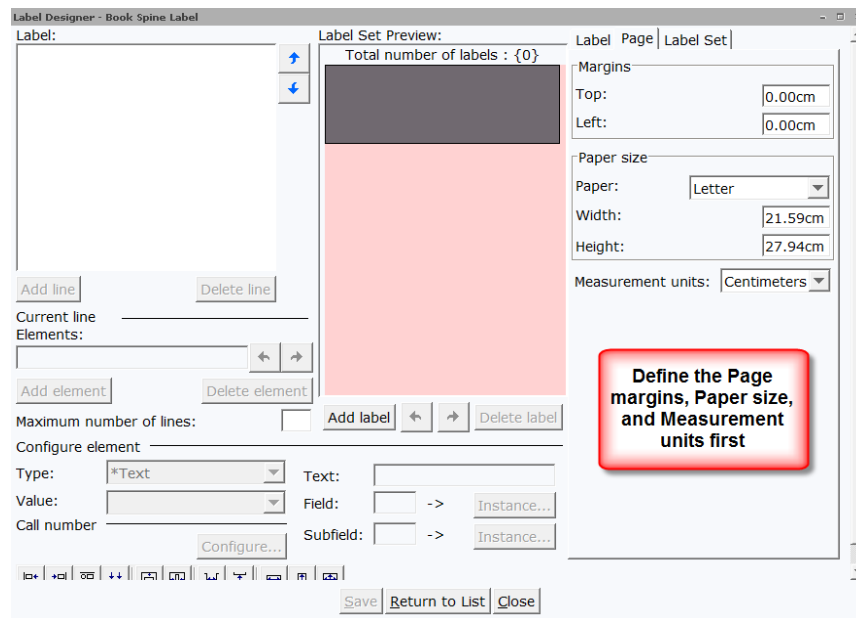
6. Change the paper size with the drop down, if necessary.

7. Using the Measurement units drop down, select Centimeters or Inches.

8. Click the **Label Set** tab and define the dimension of the label set, and the number of label sets that can be printed across and down the page of labels.

9. Type the number of label sets that should be printed for each item.

10. Click the **Label** tab.

11. Under Label Set Preview, click **Add label**.

12. Assign the position, dimensions, and text margins of the label. Note that the tools at the bottom or the cursor can also be used to define the label dimensions and size.

Label | Page | Label Set |

Label Number : 1

Positions

Top: 0.09cm

Left: 0.13cm

Dimensions

Width: 2.89cm

Height: 3.28cm

Text Margins

Horizontal: 0.25cm

Vertical: 0.20cm

Font name: Lucida Sans Unicode

Font size: 10

Font...

13. Select the font to use for text printed on this label using the **Font** button.

14. Add additional labels, if needed, to this label set. Remember that labels you define must fit within the label set already defined.

15. Under Label, select the line to which you want to add an element. By default, the Label Designer creates one line with an empty element (< >) when you add a new template.

- A green check mark appears for lines that definitely display on your printed label as determined by calculation of the label size, margins, and font size. ✓

- A yellow arrow indicates a line may not appear in your printed label. ➡

- A red x indicates a line will not appear. ✗

Click **Add line** to add additional lines to your label.

To delete a line, select the line you want to delete, and then click **Delete line**.

16. In the Elements box, select the empty element (< >).

   Click **Add element** to include additional elements.

   To delete an element, select the element you want to delete, and then click **Delete element**.

17. In the Maximum number of lines field, type the maximum number of lines on the label this line of information may require.

18. Select a Type of label element from the list. You can add the following types of label elements:

   - ***Text** – Use text elements to add punctuation or other information to the label.

   - **Bibliographic Entries** – Use information from a MARC Field/Subfield.

   - **Call/Copy** – Use fields from the Call Number or Item record.

   - **Holdings** – Use information from a MARC Holdings record.

19. Select a Value from the list. The values are MARC Field/Subfield or a predefined field. The predefined fields that display change depending on the Type of label element you select.

20. Repeat steps 11-19 to add as many labels and values to your labels as you want.

21. To reorder lines on the label, use the up and down arrows under the Label area.
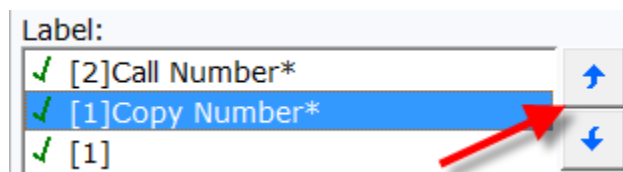
22.   To reorder elements in a line, use the right and left arrows in the Elements area.

23.   Click **Save** to save your template.

When editing label templates, keep in mind that you cannot remove: the last element of a line except by removing the line, the last line of a label except by removing the label, or the last label of a template except by removing the template.

Splitting Call Numbers

The Label Designer can split a call number to display on more than one line.

To configure call number display on labels:

1.   Within the Common Tasks group of wizards, click the *Label Designer* wizard.

2.   Select a label template from the list and click **Modify**.

3.   Under Label Set Preview, select the label to contain the call number.

4.   In the Label field on the left side of the window, select an existing line, or click **Add Line**.

5.   In the Elements field, select an existing line, or click **Add Element** to add an empty element (<>).

6. Under Configure Element, with the Type drop down, select Call/Copy from the list.

7. Using the Value drop down, select Call Number from the list.

8. Click **Configure**.

9. Based on the classification scheme used, select the appropriate check boxes for where the call number should split. Type an example call number to test the choices and view a result.

The dialog box "Split Call Number onto Separate Lines" shows:

Call number
- ☑ After initial alpha characters
- ☐ Before point if followed by an alpha character — Every point
- ☐ Before point if followed by a numeric character — Every point
- ☑ After space — Every space
- ☐ After dash — Every dash
- ☐ After colon — Every colon
- ☐ Slash
  - ⦿ Before slash — Every slash
  - ○ After slash — Every slash

Use the check boxes to create an appropriate split

Sample to Test
Call number: JREF 973.73 MAR
Result:
JREF
973.73
MAR

OK   Cancel

10. Click **OK** when finished.

11. Type a Maximum Number of Lines for the number of lines needed for the split call number.

12. Click **Save** to save your changes.

Setting a Default Label Template

You will need a default template to use the *Print Labels* or *Print Preview Labels* helpers. The first template created automatically becomes the Default Template. When using multiple templates, you may need to change the Default Template depending on the type of labels you are printing.

To change the default label template:

1. Within the Common Tasks group of wizards, click the *Label Designer* wizard.
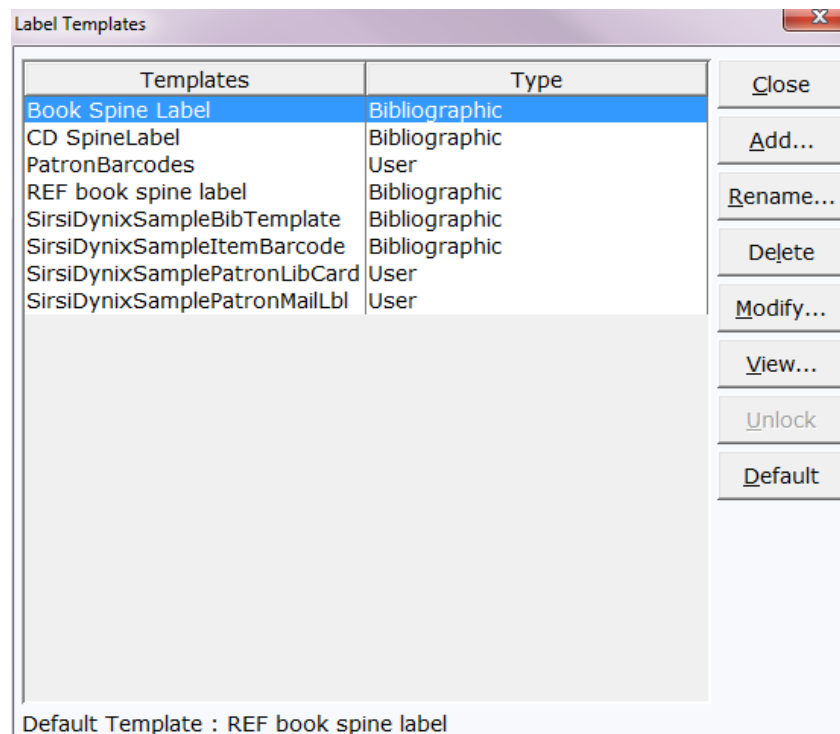
2. Select the template to set as the default and click **Default**.

3. Click **Close**.

Printing Labels

Labels can be generated two ways in SirsiDynix Symphony: (1) on demand using helpers or (2) in batch using reports.

Printing Labels on Demand

Two helpers are available when creating, modifying, or displaying a call number- or item-level record. Preview or print labels using these helpers, which use a Label Template to determine content and formatting.

The helpers are available in the following cataloging wizards:

- Item Search and Display
- Call Number and Item Maintenance
- Add Title
- Modify Title
- Duplicate Title
- Add Item
- Edit Item
- Add Ordered Items to Catalog

To print labels on demand:

1. Using the *Call Number and Item Maintenance* wizard, identify the title for which to print labels, and click the **Call Number/Item** tab.

2. Do one of the following:

    - To print a label for a specific item, highlight the Item ID (barcode) of the item in the tree.
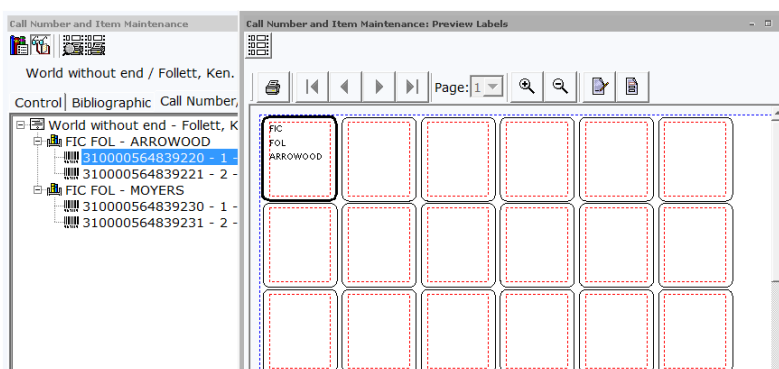
- To print labels for all of the copies of a specific call number, highlight the Call number in the tree.
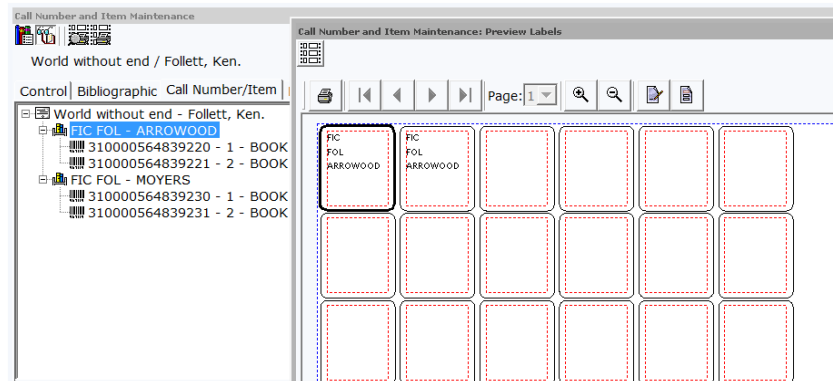
- To print labels for all copies under all call numbers, highlight the title in the tree.
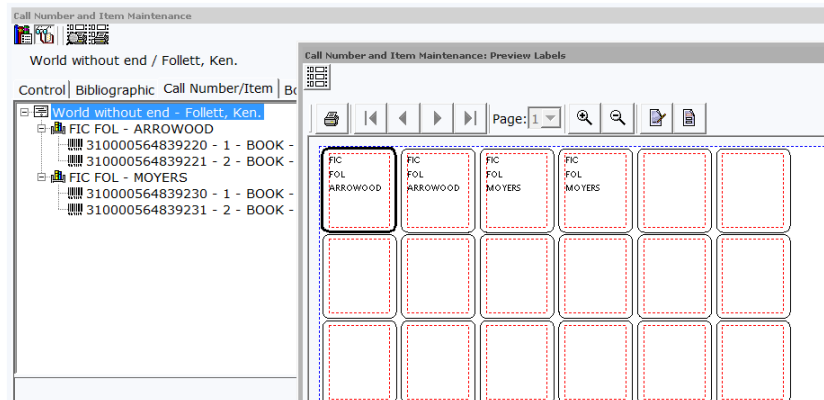
3. Click the *Print Preview Labels* helper.

4. Click the Print icon to print the displayed labels or click **Close** to exit the window.

You can only print labels for the items within one bibliographic record. You cannot copy and paste multiple items into the *Print Preview Labels* helper. To print multiple labels for multiple titles, use the Print Custom Labels report which is discussed on of this guide.

For those who use labels within one sheet, you can select the label upon which the printing should start.

To start printing on a particular label:

1. Follow steps 1-3 from above.

2. Click the label with which to start.
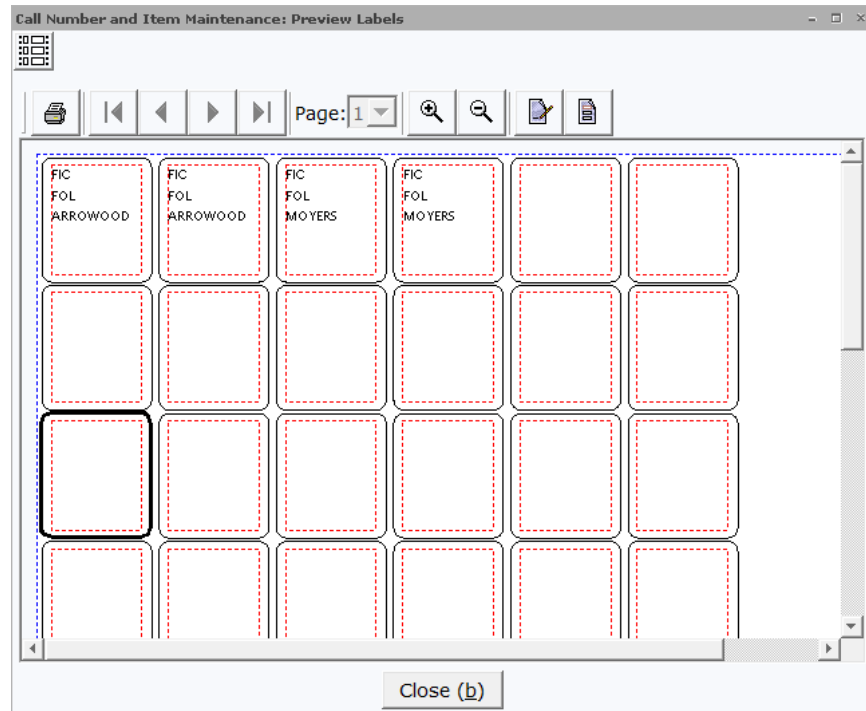
3. Click the Start Printing at Selected label icon.
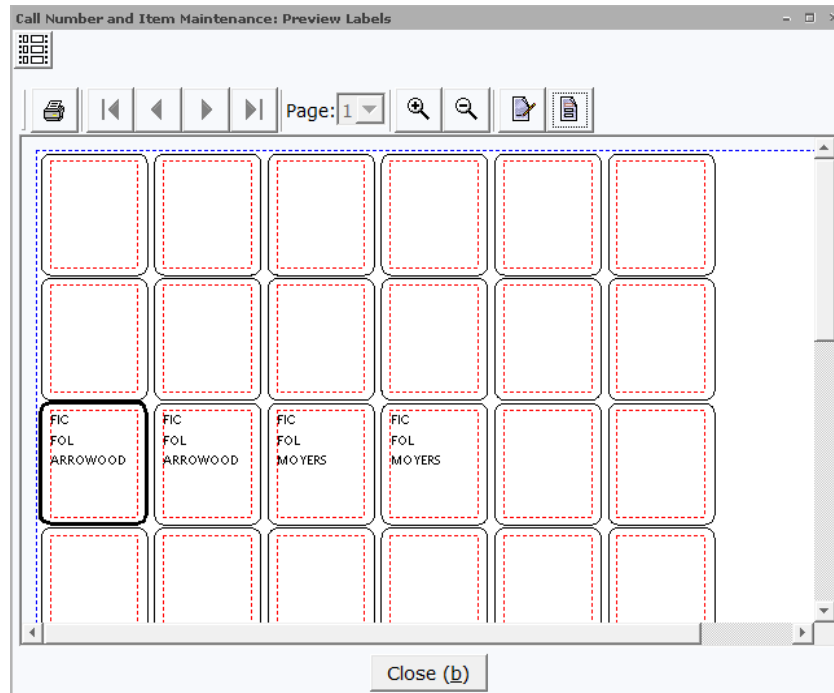
4. To modify a label, highlight it and click the Modifies the Selected Label icon.

5. Make any necessary changes using the available options and click **OK**.
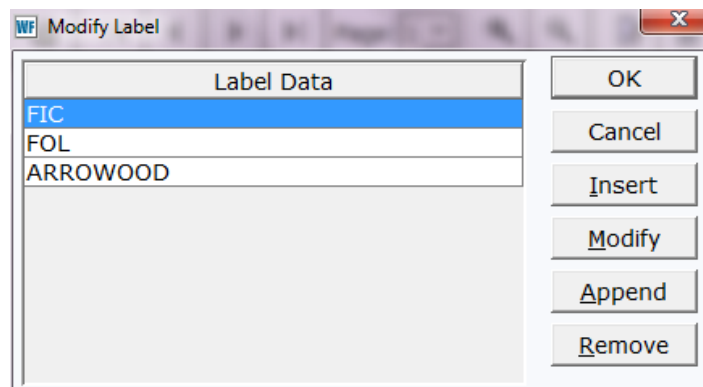
6. Click the Print icon to print the displayed labels or click **Close** to exit the window.
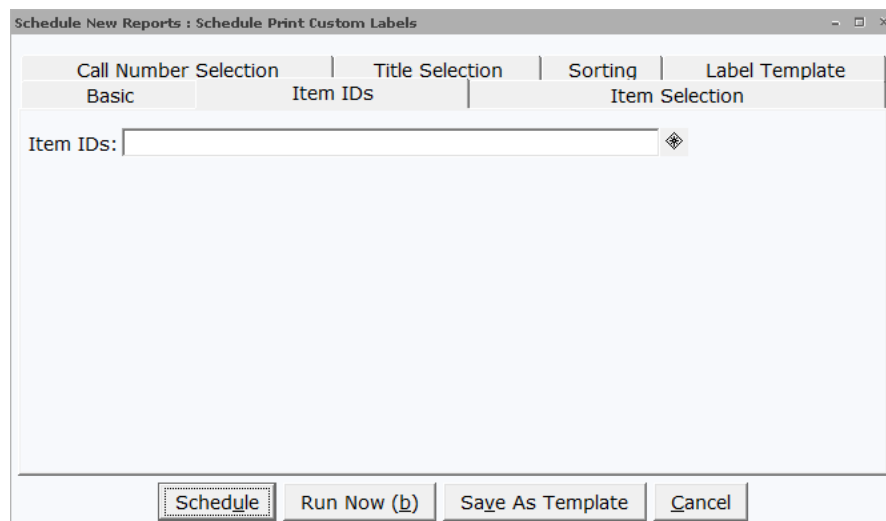
Printing Labels Using Reports

Labels can also be printed in batch through reports. As with the helpers, a Label Template determines content and formatting.

To print labels in batch:

1. Navigate to the Reports toolbar and click the *Schedule New Reports* wizard.

2. Click the **Bibliographic** tab.

3. Double-click the Print Custom Labels report or highlight it and click **Setup & Schedule**.

4. To enter individual item IDs to print, click the **Item IDs** tab.
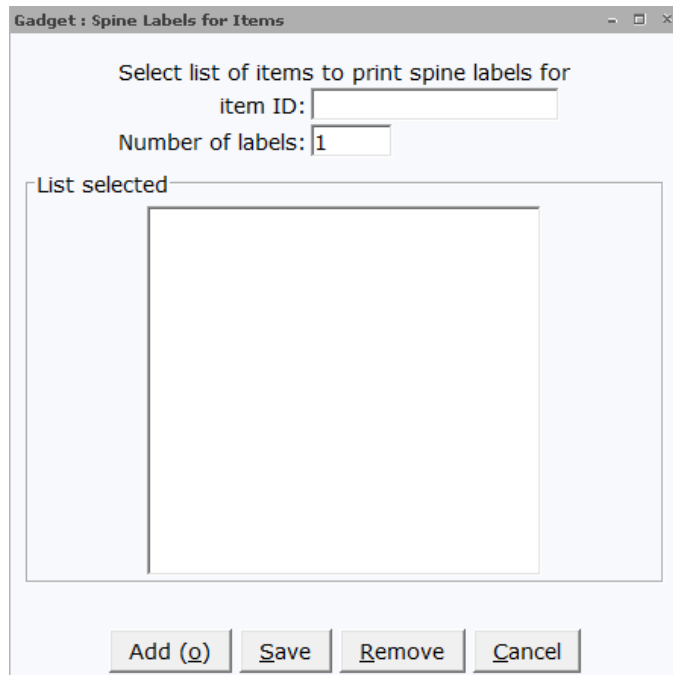
5.   Click the *Item IDs* gadget and, if necessary, change the value in the Number of Labels field.

6.   Scan the barcodes into the item ID field or type them in and click **Add**.

7.   Click **Save** when you have finished entering the item IDs.

8.   To print labels for all new items cataloged within a certain period of time, click the **Item Selection** tab.

9. Click the *Date Created* gadget and select a time range. For example, to print all of the labels for items created today, use the gadget to select today's date.
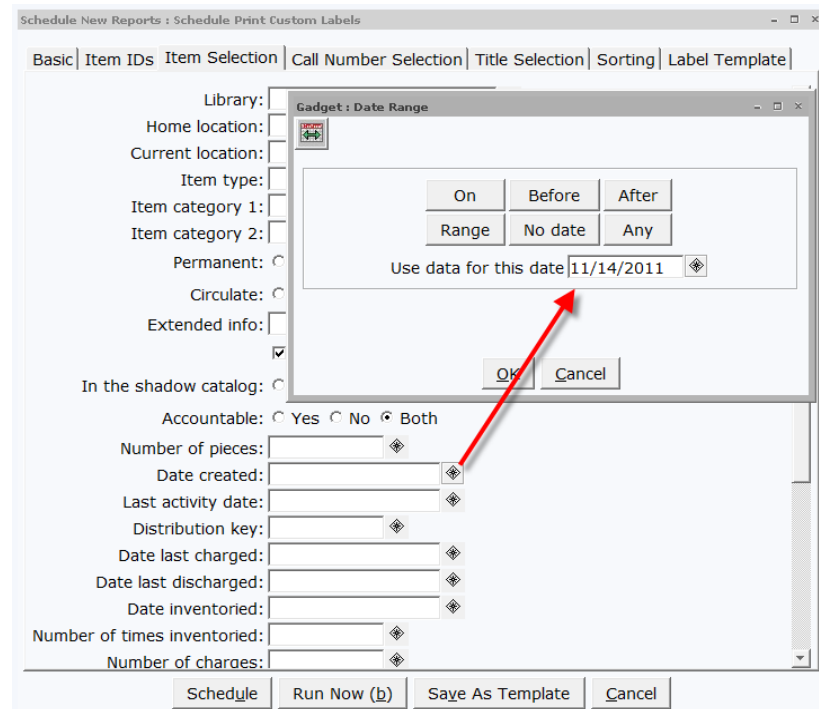
10. Click **OK**.

11. Make any other necessary selections such as Home Location or Item Type. This will be important if you are using different label templates for different item types.

12. Click the **Sorting** tab and select how to sort the labels.
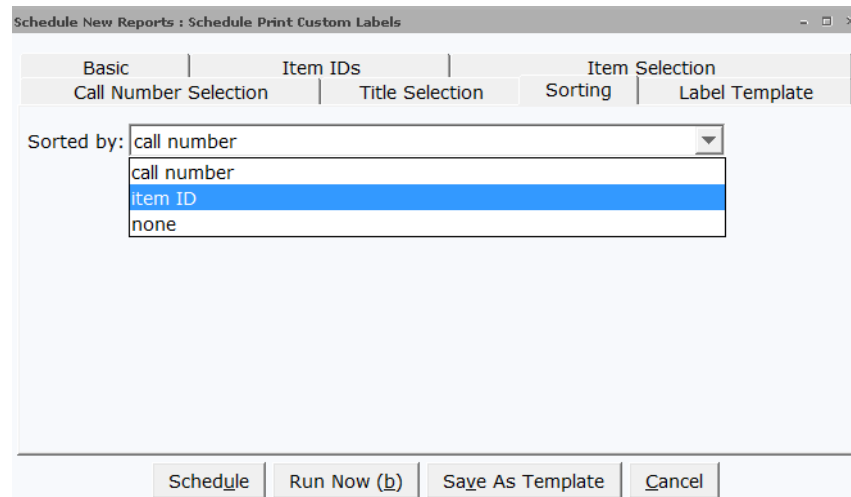
13.   Click the **Label Template** tab.

14.   Using the drop down, select the appropriate label template.
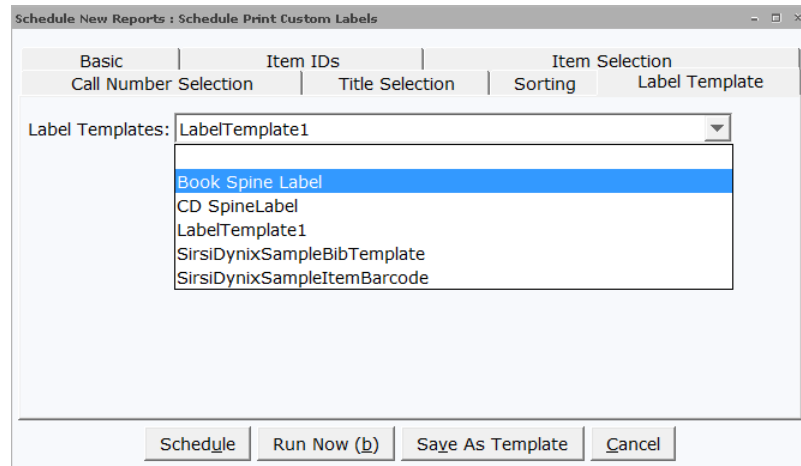
15.   Click **Run Now** to run the report now; or, click **Schedule** to schedule the report to run at a later time.

16.   When the report has been run, click the *Finished Reports* wizard.

17.   Highlight the Print Custom Labels report you just ran and click **View**.
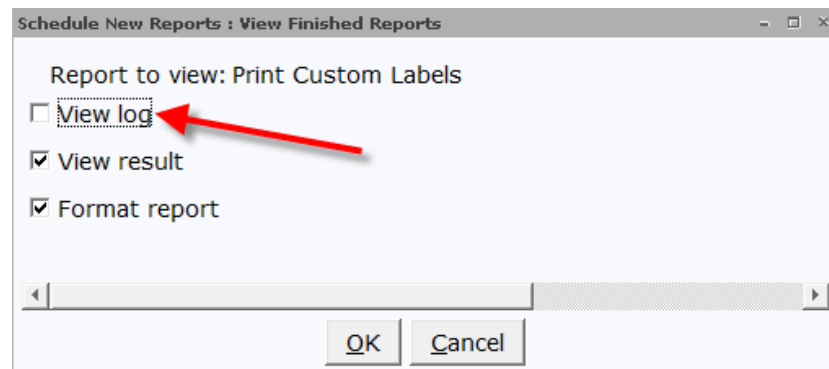
18.   Uncheck the View Log check box and click **OK**.

19.   To modify a label, highlight it and click the Modifies the Selected Label icon.

20. Make any necessary changes using the available options and click **OK**.
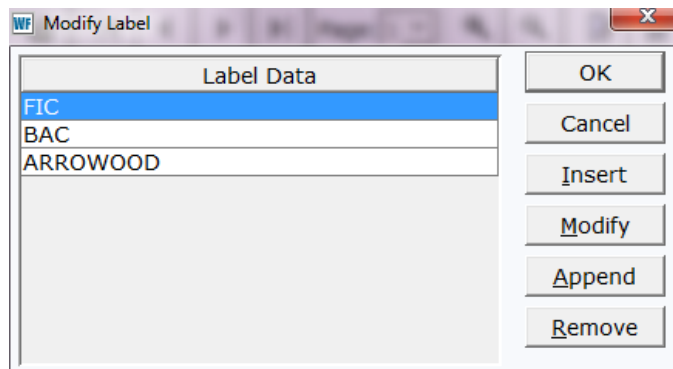
21. Click the Print icon to print the displayed labels or click **Close** to exit the window.

Authority Control

Authority Control is the consistent use and maintenance of the forms of names, subjects, and uniform titles used as headings in a catalog. Since this process creates a link between bibliographic records and the authority file, authority control provides the underlying structure of the catalog. This structure creates cross-references in the public catalog and verifies bibliographic headings against authority indexes.

In this section you will learn to:

- Understand the authority database.
- Understand the different levels of authority control.
- Validate bibliographic headings.
- Create an authority record.
- Modify existing authority records.
- Display, duplicate, and delete authority records.
- List authority headings without associated bibliographic headings.
- List unauthorized headings.

Authority Database

The authority database consists of authority records loaded into the system. These records contain headings used in the catalog and may contain cross-references to improper forms of the headings or related terms, scope notes, and other information about the headings. The authority database may also include authority records that are not currently used in the catalog.

Authority Indexes

Within the authority database are indexes for Library of Congress name terms and subject headings. These delivered indexes are used by SirsiDynix Symphony to check headings in bibliographic records. Authorized forms and improper forms of headings that occur in the authority database are indexed in one or more authority indexes.

Authority Thesauri

A thesaurus is a separate file of all established and unestablished terms in the authority record database. It provides the full relationships between terms and creates the catalog cross-references from the authority file records.

The following diagram shows the basic structure of the authority database and its relation to the bibliographic database:
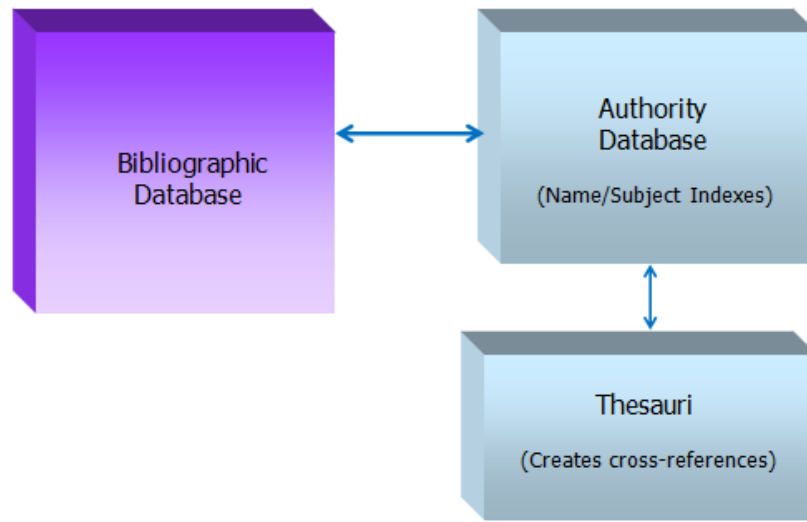
Levels of Authority Control

Cross-References Only

Cross-reference only configuration permits the use of the X-refs button in the e-Library. Searches on improper headings will produce a browse window that will point the user to the proper heading. Searches on proper headings that have related terms will cause the X-refs button to appear, which if selected will display a list of related terms.

As new catalog records are added to the system, they are not checked against the authority indexes. Headings in the catalog records are not verified automatically by the system, but a cataloger can always manually search the authority database and make corrections to bibliographic records. Authority records may be created or edited with the intent of creating new cross-references.

Case-Insensitive Checking

If the system is configured for case-insensitive checking, any time a bibliographic record is added or edited; all bibliographic headings under authority control will be checked against the appropriate authority indexes. Headings that do not match an authoritative term are marked |?UNAUTHORIZED. When matching best suited bibliographic headings against the authority indexes, the capitalization of the bibliographic heading need not exactly match that of the authorized term from the authority record.

For example, the following bibliographic heading would be considered a match to the following authorized term from the authority record if checking is case-insensitive:

Bazaars, charitable (Bibliographic heading)

Bazaars, Charitable (Authorized term)

Case-Sensitive Checking

The case-sensitive checking configuration option is similar to case-insensitive checking, except that bibliographic headings must exactly match the capitalization of authoritative terms in authority records. This configuration of authority control is best suited to libraries with sufficient staff to handle day-to-day authority control functions.

For example, the following bibliographic heading would *not* be considered a match to the following authorized heading in the authority record if checking is case-sensitive.

Navigation Acts, 1649-1696 (Bibliographic heading)

Navigation acts, 1649-1696 (Authorized term)

Heading Validation

Authority control standardizes the use of personal and corporate names and subjects headings.

When a heading is checked, the system first accesses the appropriate authority index, then tries to match the entire contents of the bibliographic entry against the existing index. The match will be either case sensitive or case insensitive, depending on the configuration of the Authority Control module.

When an authority record is modified, any changes made to an authority record heading will also be made to any corresponding bibliographic record heading when the Add, Delete, Update Databases report is run. If your authority control is case sensitive and the case of the authority heading is modified, the case of the corresponding term in the bibliographic record will also be modified.
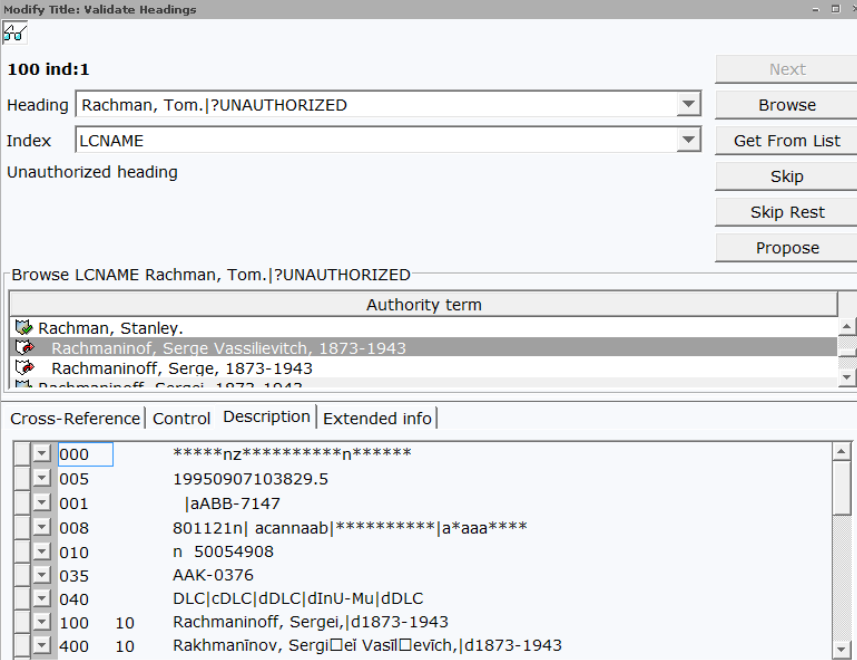
If an exact match is not found in the authority index, the last subfield in the entry will be examined. If this subfield is in the list of authority cascade subfields, the last subfield in the term will be dropped from the matching process. If a match is still not found, the next subfield in the term will be checked against the cascade list. The process of checking subfields and dropping them if they are on the cascade list will continue until the system encounters a subfield not on the cascade list or the term matches an authorized heading in the authority index.

For each bibliographic entry under authority control, SirsiDynix Symphony must be told how to recognize leading articles. In some fields, non–filing indicators are used to indicate leading articles. In fields that do not use indicators for this purpose, the system can be configured to check either a list of standard articles delivered with SirsiDynix Symphony or to check a language specific list of articles as defined in the Language policy. The system may also be configured not to check for leading articles.

When modifying any bibliographic record, you can use the *Validate headings* helper on the **Bibliographic** tab to check existing bibliographic records against the authority database. You can either correct the heading with an existing authority heading or you can create a new authority "on the fly." The helper is available when you create or modify a title in the Cataloging toolbar.

To validate headings in a bibliographic record:

1. Navigate to the Cataloging toolbar and click the Titles group of wizards.

2. Click the *Modify Title* wizard. Modify Title

3. Type your search term in the Search for field and click **Search**.

4. If more than one record matches your search, select the one you want and click **Modify**.

5. Click the *Validate headings* helper. If an entry is found that does not have a match in the authority database, the following screen will appear:

6. Select an appropriate replacement from the list and click **Get From List**.

7. Click **Next**.

8. To propose a new authority, click **Propose**.

9. Make any modifications to the entries as needed and click **OK**.

10. Click **Next**.

11.   When all headings have been validated, the following window appears:
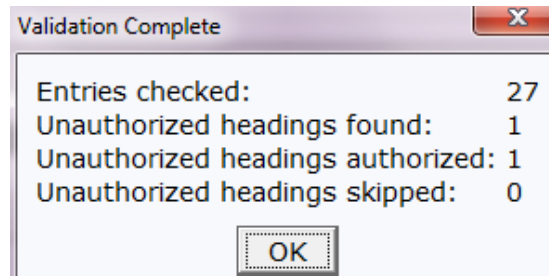
12.   Click **OK**.

13.   Click **Save**.

14.   Click **Close**.

Adding Authority Records

Each authority record contains one established heading (1XX) and has a unique authority ID. Established terms in authority indexes control all occurrences of those exact terms in bibliographic records.

An authority record may also contain See From (4XX) headings which are to reference forms of a heading that are not valid for use in a bibliographic record description. The entry of improper headings in an authority record generates See references in the OPAC.

An authority record may also contain See Also From (5XX) headings to reference headings related to the established heading in a particular authority record. These terms can be a later or earlier heading, a fuller, broader, or narrower term, or an equivalent term. The entry of related headings in an authority record generates See Also references in the OPAC.

Catalog Lookup by Cross Reference

Search topics related to the subject **Television**

Telecommunication

Color television

Home video systems

Interactive television

Nurses in television

People with disabilities on television

Sex role in television

Violence in television

more information:
Here are entered general works on television and general technical works on equipment.

Adding authority records can be done in batch just like bibliographic records or it can be done one at a time using the *Add Authority* wizard on the Cataloging toolbar.

To create a new authority heading:

1. Within the Cataloging toolbar, open the Authorities group of wizards.

2. Right-click on the *Add Authority* wizard and click **Properties**.

3. Click **Descriptive view** to display fixed fields and variable fields separately.

4. Click **Display descriptive labels (for entries)** to display descriptive labels in addition to entries or tags.

5. Click the **Authority format** dropdown to select the default format for the record you are going to create.

6. Click the **Authorization level** dropdown and select to have this record be AUTHORIZED or PROVISIONAL.

7. Type in source information if necessary for the new authority record. This information is not required.

8. Click **OK**.

9. Click the *Add Authority* wizard.

10. In the AuthType field type the letter "a" to allow the heading to be posted to thesauri.

11. In the Name_Use field type the letter "a" to post the authority record to the name thesaurus. Type the letter "b" if you do not want to post the authority record to the name thesaurus.

12. In the Subj_Use field type the letter "a" to post the authority record to the subject thesaurus. Type the letter "b" if you do not want to post the authority record to the subject thesaurus.

13. In the Ser_Use field type the letter "a" to post the authority record to the series thesaurus. Type the letter "b" if you do not want to post the authority record to the series thesaurus.

14. Click in the 1XX field and type the authorized term.

15. Click in or tab to the 4XX field and type in the improper heading for the authority record if necessary.

16. Click in or tab to the 5XX field and type in the heading related to the established heading in the 1XX field.

17. Type in any other information necessary in the other tags available.

18. Click **Save**.

19. Perform one of the following actions:

- Click **Add Another Authority** to create another authority record.
- Click **Close** to exist the wizard.

Modifying Authority Records

Authorized headings may change and, therefore, the authority record within SirsiDynix Symphony WorkFlows will need to be modified. If there are bibliographic records in the system connected to it, the modification to the authority record will also change the headings within the bibliographic database.

For example, there may be an authorized heading for an author in the database with only the birth date in subfield d.

Brown, John,|d1936-

If a death date needs to be added to the authorized heading, you will simply need to modify the existing authority record with the *Modify Authority* wizard and the changes to bibliographic records with that heading will automatically be updated with the running of the Add, Delete, Update Databases (adutext) report.

In other words, it will not be necessary to modify every occurrence of that heading in the bibliographic records. The change is made when you modify the authority record and the adutext report is run.

Within the *Modify Authority* wizard is the *Global Authority Change* helper which updates bibliographic headings in catalog records to the authorized form based on the 4XX entries in the current authority record.

For example, you have added an authority record with the following entries:

150 Animals

450 Animal kingdom

450 Beasts

450 Wildlife

When you use the *Global Authority Change* helper, all records in the database that contain the unauthorized entries "Animal kingdom," "Beasts," and "Wildlife" will be modified to the authorized entry "Animals."

Additionally, any subheadings, such as "Beasts|zCanada" will be updated to "Animals|zCanada."

To modify an existing authority:

1. Before using the *Modify Authority* wizard, you may want to change the properties.

2. Within the Authorities group of wizards, click the *Modify Authority* wizard.

3. Type your search term in the Search for field and click **Search**.

4. Select the heading you want to change and click **Modify**.

5. Make the necessary changes and click **Save**.

6. Click **Close**.

To flip subject headings:

1. Before using the *Modify Authority* wizard, you may want to change the properties.

2. Within the Authorities group of wizards, click the *Modify Authority* wizard.

3. Type your search term in the Search for field and click **Search**.

4. Select the heading you want to change and click **Modify**.

5. Make the necessary changes and click **Save**.

6. Click the *Global Authority Change* helper.

7. To run in test mode, click **OK**.

8. Click **OK**.

9. To see the results, click the *Review Global Authority Change Reports* helper.

```
Modify Authority                                            _ □ ×

Application to view reports: les\Windows NT\Accessories\wordpad.exe  ◈
 ┌Format Options──────────────────────────────────────────────
 │  □ Display format page
 │  ☑ Format report
 │
 │  Character set table: TY-DISP              ▼
 │          Page length: 72
 │           Page width: 80
 │           Top margin: 3
 │        Bottom margin: 0
 │  ────────────────────────────────────────────────────────
 │  ☑ Include log
 │  ☑ Include results
 └────────────────────────────────────────────────────────────

                                      OK      Cancel
```

10. Click **OK**.

11. Double-click the finished report or highlight it and click **View**.

12. Click **OK**.

```
    1 authority record(s) read.
   20 seltext strings produced.
Symphony authority Improper term Selections finished on Saturday, October 29,
2011, 1:33 AM
20111029013338 BRS/Search-Engine v.62 started for seltext1
Symphony Text selection 3.4 started on Saturday, October 29, 2011, 1:33 AM
  The database used in the search will be KCAT.
  Search strings will be read from standard input.
  The catalog key will be written to standard output.
  Search will be limited to BOTH visible and shadowed records.
  0 records found for #1: (COOK-BOOKS).T650.
  0 records found for #2: (COOK-BOOKS).BT02.
  0 records found for #3: (COOK-BOOKS).T655.
  0 records found for #4: (COOK-BOOKS).DESC.
  0 records found for #5: (COOKBOOKS).T650.
  0 records found for #6: (COOKBOOKS).BT02.
  0 records found for #7: (COOKBOOKS).T655.
  0 records found for #8: (COOKBOOKS).DESC.
  140 records found for #10: (COOKERY).T650.
  140 records found for #12: (COOKERY).BT02.
  0 records found for #13: (COOKERY).T655.
  0 records found for #14: (COOKERY).DESC.
  21 records found for #16: (CUISINE).T650.
  21 records found for #18: (CUISINE).BT02.
  0 records found for #19: (CUISINE).T655.
  0 records found for #20: (CUISINE).DESC.
  0 records found for #21: (FOOD ADJ1 PREPARATION).T650.
  0 records found for #22: (FOOD ADJ1 PREPARATION).BT02.
  0 records found for #23: (FOOD ADJ1 PREPARATION).T655.
  0 records found for #24: (FOOD ADJ1 PREPARATION).DESC.
  20 Search record(s) considered.
   4 Search record(s) selected.
```

13. When you are done reviewing the report log, close WordPad.

14. Click **Close**.

15. Click **Close**.

16. To update the database, repeat steps 2-6 and make sure to set the report to Mark unauthorized and unmark authorized entries.

> You can also flip headings using either the Change Invalid Hdgs by Authority report or the Change Invalid Hdgs by Bib report.

Additional Authority Wizards

To view authority records already established in your database, you will use the *Display Authority* wizard.

Sometimes new authority records must be added that are similar to established terms already in the authority file, such as a heading with subdivisions. The *Duplicate Authority* wizard is used to create a new authority record by copying the authority information of an existing record.

To remove authority records from the database, you will use the *Delete Authority* wizard.

Displaying Authority Records

To display authority records:

1. Within the Authorities group of wizards, click the *Display Authority* wizard. Display Authority

2. If necessary, use the drop down to select a different index.

3. Type your search term in the Search for field and click **Search**.

4. Select the authority term you want to view.

   When performing an authority browse search, established authority headings in 1xx fields are preceded by an authority icon indicating that an authority record is associated with that heading. Unestablished headings in 4xx fields are preceded by a cross-reference icon. Cross-reference information displays in the Cross-Reference tab.
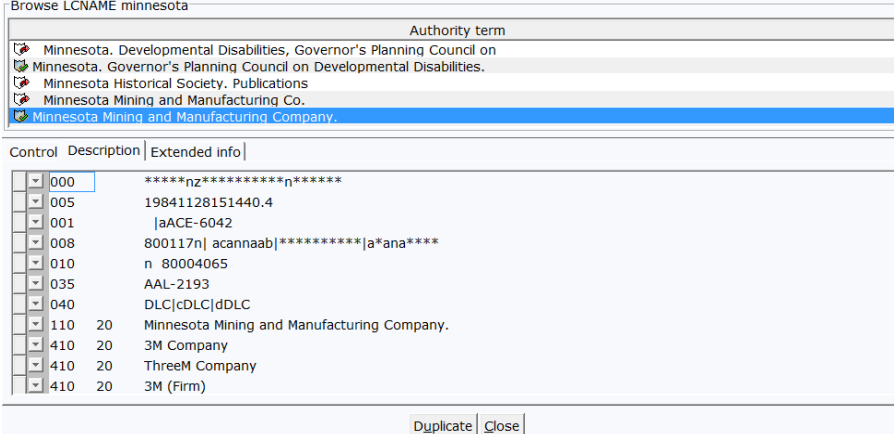
5. Click **Close**.

Duplicating Authority Records
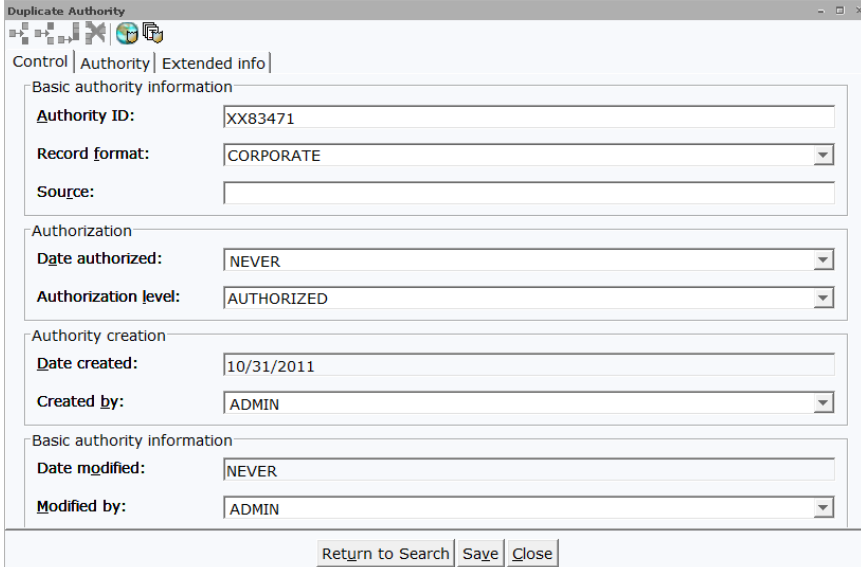
To duplicate an authority record:

1. Within the Authorities group of wizards, click the *Duplicate Authority* wizard. 📁 Duplicate Authority

2. If necessary, use the drop down to select a different index.

3. Type your search term in the Search for field and click **Search**.

4. Select the authority term you want to duplicate.

5. Click the **Control** tab.

6. Verify that the system created an auto-generated ID or change the Authority ID.

7. Modify the entry to the new heading and enter any additional authority information.

Once the leading term is modified, DUPLICATE AUTHORITY also precedes the old leading term (961) to prevent an old leading term from being generated that matches the leading term in the original authority record.

Label	Tag	Ind.	Contents
Date	005		19841128151440.4
Control number	001		|aACE-6042
LC Control number	010		n 80004065
System number	035		AAL-2193
Cataloging source	040		DLC|cDLC|dDLC
Corporate name	110	20	DUPLICATE AUTHORITY Minnesota Mining and Manufacturing Company|bAutomotive-Hardware Trades Division.
See from	410	20	3M Company
See from	410	20	ThreeM Company
See from	410	20	3M (Firm)

8. Remove DUPLICATE AUTHORITY from the new leading term.
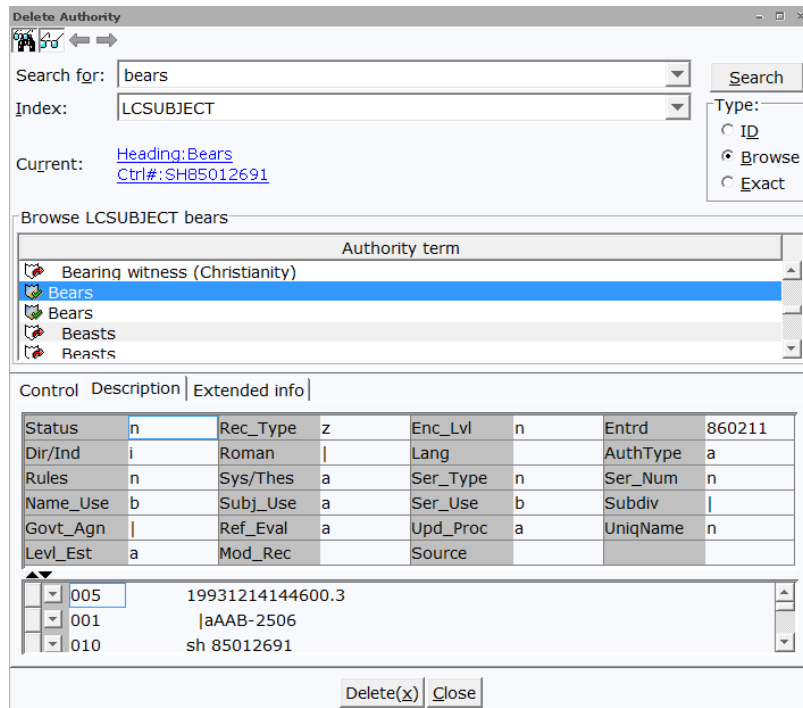
Label	Tag	Ind.	Contents
Date	005		19841128151440.4
Control number	001		|aACE-6042
LC Control number	010		n 80004065
System number	035		AAL-2193
Cataloging source	040		DLC|cDLC|dDLC
Corporate name	110	20	Minnesota Mining and Manufacturing Company|bAutomotive-Hardware Trades Division.
See from	410	20	3M Company
See from	410	20	ThreeM Company
See from	410	20	3M (Firm)

9. After an authority record has been duplicated, click **Save** to save your changes.

10. Click **Close**.

Deleting Authority Records

To delete an authority record:

1. Within the Authorities group of wizards, click the *Delete Authority* wizard. Delete Authority

2. If necessary, use the drop down to select a different index.

3. Type your search term in the Search for field and click **Search**.

4. Select the authority term you want to delete.

5. Click **Delete**.

6. Click **Yes**.

7. Click **Close**.
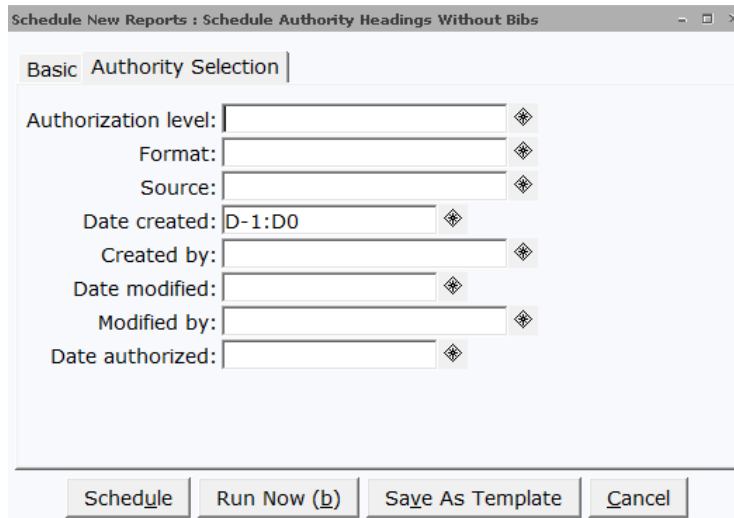
Authority Headings without Bibs Report

The Authority Headings without Associated Bibliographic Headings report lists authority headings with no associated bibliographic records (also known as blind references). Libraries often find it useful for authority maintenance to know the authority records in their databases that are not actually represented in the data in their titles. This report is an informational report, and does not change the authority databases. The list can be used to correct possible typographical errors in the records, or to decide whether or not to delete an authority record since it is no longer being used.

To run the List Headings without Bibs report:

1. Navigate to the Reports toolbar and click the *Schedule New Reports* wizard. 🗐 Schedule New Reports

2. Click the **Authority** tab.

3. Double-click the Authority Headings without Bibs report or highlight it and click **Setup & Schedule**.

4. Click the **Authority Selection** tab.

Schedule New Reports : Schedule Authority Headings Without Bibs

Basic | Authority Selection

Authorization level:
Format:
Source:
Date created: D-1:D0
Created by:
Date modified:
Modified by:
Date authorized:

Schedule | Run Now (b) | Save As Template | Cancel

5. Use the default sliding date or click on the *Date Created* gadget and select a range of dates.

Gadget : Date Range

Use data for dates within a period starting from 1 month before the report run date ending 1 month before the report run date.

Start date
- ○ Since the beginning of the system
- ○ The date this report will be run
- ● Before
- ○ After

1 ▲ ▼ | Months ▼

End date
- ○ No ending date
- ○ The date this report will be run
- ● Before
- ○ After

1 ▲ ▼ | Months ▼

OK   Cancel

You can also use the *Specific Date* helper to select exact dates for a time range.

6. Make any other necessary selections.

7. Click **Run Now** to run the report now; or, click **Schedule** to schedule the report to run at a later time.

Change Invalid Hdgs by Authority Report

Just like with the *Global Authority Change* helper in the *Modify Authority* wizard, the Change Invalid Hdgs by Authority report can update headings in the authority database using the authority records for input. Unlike the helper, the report allows you to change headings to groups of records, instead of one at a time.

This report checks new authority records against the authority file, and updates the improper headings. Then it checks all bibliographic records in the database. If improper headings are found in the bibliographic records, the headings will be changed to match the authorized heading in the authority record containing the 4XX entries for improper headings. Additionally, when the report is run, all improper headings in the bibliographic records will match 4XX entries in any authority record will be updated.

For example, you have added an authority record with the following entries:

150 Animals

450 Animal kingdom

450 Beasts

450 Wildlife

When you run the Change Invalid Headings by Authority report, all records in the database that contain the unauthorized entries "Animal kingdom," "Beasts," and "Wildlife" will be modified to the authorized entry "Animals."

Additionally, any subheadings, such as "Beasts|zCanada" will be updated to "Animals|zCanada."
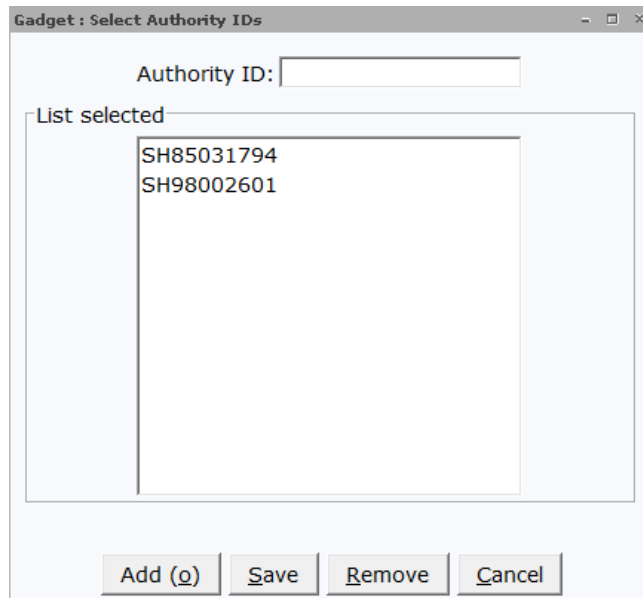
To change invalid headings by authority:

1. Within the Reports toolbar, click the *Schedule New Reports* wizard.

     Schedule New Reports

2. Click the **Authority** tab.

3. Double-click the Change Invalid Headings by Authority report or highlight it and click **Setup & Schedule**.

4. Type in the password.

5. Click the **Authority IDs** tab.
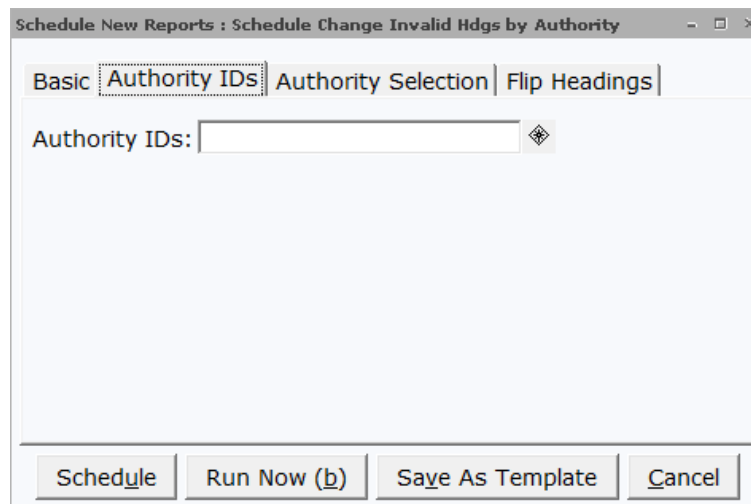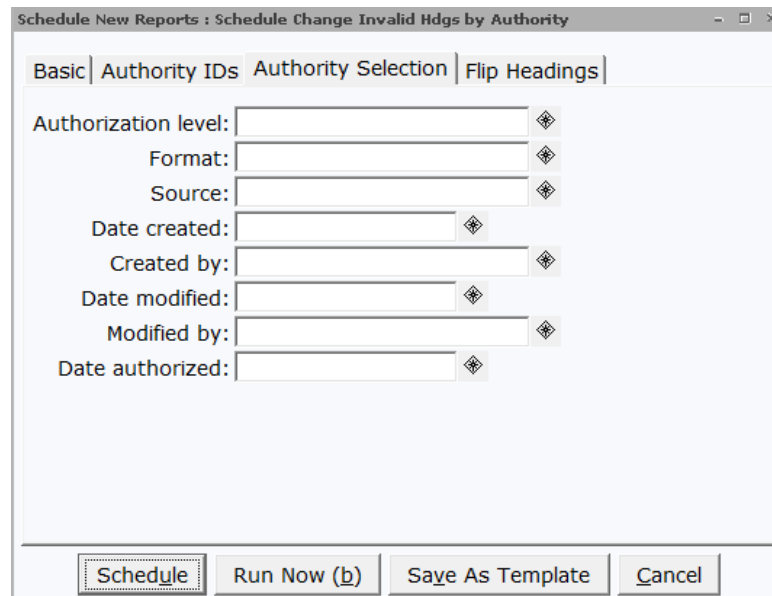
6. Click the *Authority IDs* gadget.

7. In the Authority ID box, type an ID, click Add, and the authority ID is added to the list.

8.   Add more authority IDs to this list as needed and click **Save.**

9.   Click the **Authority Selection** tab.

10.   Make any other necessary selections such as Date Created to focus on a particular time period.

11. Click the **Flip Headings** tab.

12. To change the authorization of entries in the authority or bibliographic records according to the selections made in the report, click on the button next Mark unauthorized and unmark authorized headings. Otherwise, if you want to run this in test mode, leave it selected to Generate records that are to be changed (Test mode).

13. Click **Run Now** to run the report now; or, click **Schedule** to schedule the report to run at a later time.

You can also flip headings using either the Change Invalid Hdgs by Bib report.

List Unauthorized Bib Records Report

The List Unauthorized Bib Records report selects bibliographic records with headings that contain |?UNAUTHORIZED headings. Records which are both visible and shadowed are searched.

To list unauthorized headings:

1. Within the Reports toolbar, click the *Schedule New Reports* wizard.
   Schedule New Reports

2. Click the **Authority** tab.

3. Double-click the List Unauthorized Bib Records report or highlight it and click **Setup & Schedule**.

4. Click the **Entry IDs** tab.

5. Do one of the following:

- Select a radio button for the entries to check.
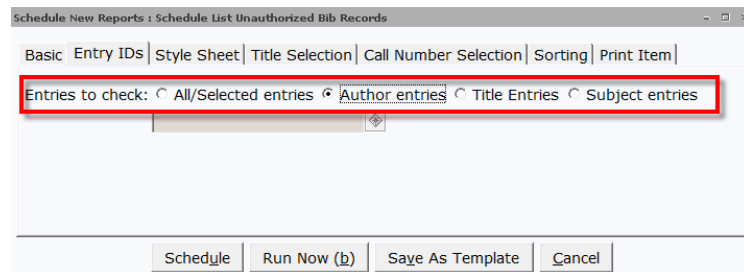
- Use the gadget to select a particular entry or list of entries. For example, you could select all of the 6XX fields to check subject headings only, or 110, 710, and 610 fields to verify corporate names.
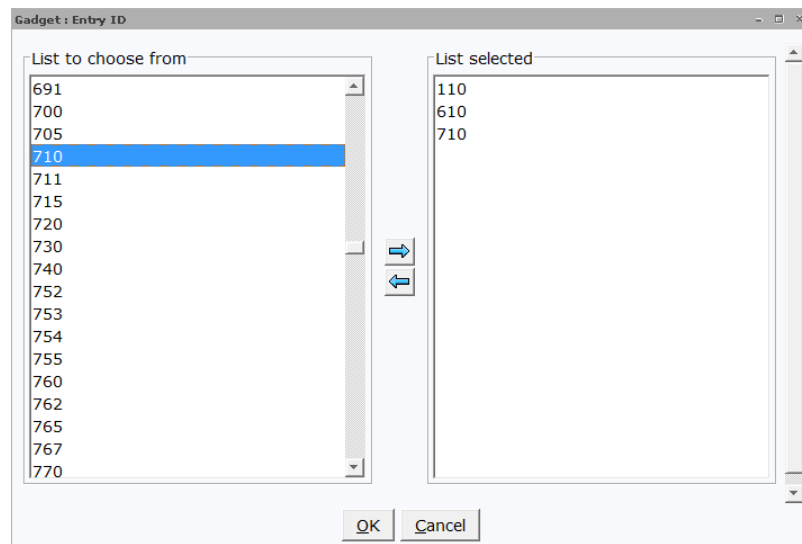
6. Make any other necessary selections within the available tabs.

7. Click the **Sorting** tab and select how you want the bibliographic records to sort.

8.   Click the **Print Item** tab.

9.   Make selections here to determine how the list of bibliographic records should print.

10.   Click **Run Now** to run the report now; or, click **Schedule** to schedule the report to run at a later time.

List Unauthorized Tags Report

The List Unauthorized Tags report selects headings for a particular entry ID or for all entry IDs that contain an |?UNAUTHORIZED subfield. This report searches records that are visible and shadowed.

To list unauthorized headings:

1.   Within the Reports toolbar, click the *Schedule New Reports* wizard.
       Schedule New Reports

2.   Click the **Authority** tab.

3.   Double-click the List Unauthorized Tags report or highlight it and click **Setup & Schedule**.

4.   Click the **Entry IDs** tab.

5. Do one of the following:

- Select a radio button for the entries to check.
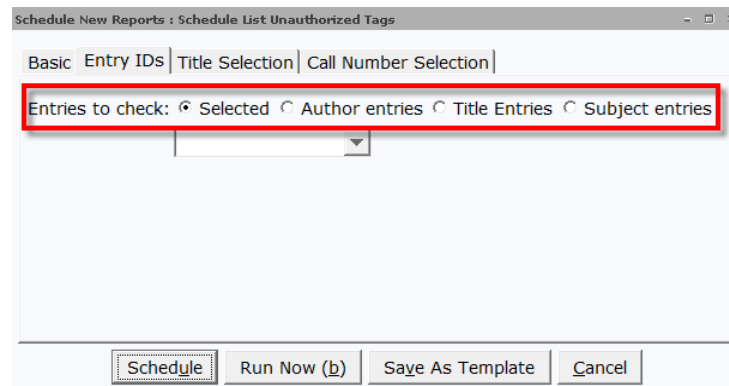
- Use the drop down to select a particular entry.
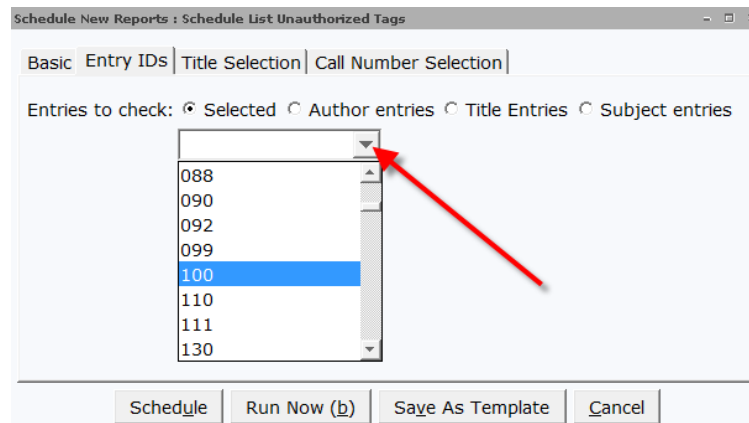
6. Make any other necessary selections within the available tabs.

7. Click **Run Now** to run the report now; or, click **Schedule** to schedule the report to run at a later time.
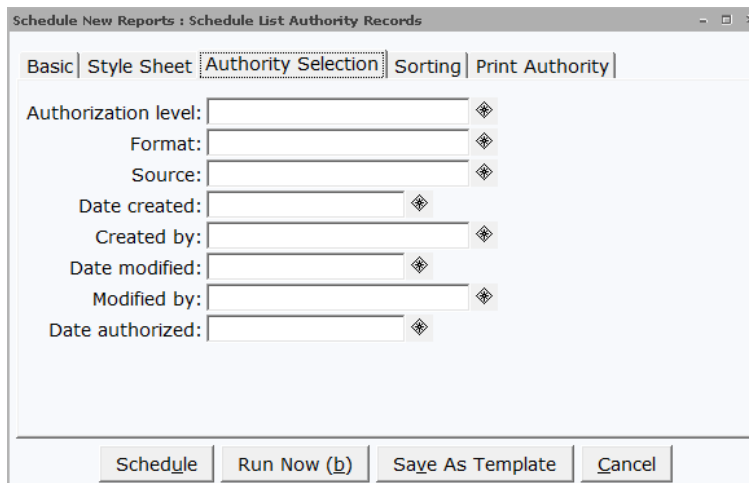
List Authority Records Report

The List Authority Records report allows you to select specific authority records and determine the appearance of the output. Authority records in the list are sorted by the record creation date.

This report can be used to generate a list of provisional authority records that need to be modified and/or need the authorization level changed to AUTHORIZED.

To run the List Authority Records report:

1. Within the Reports toolbar, click the *Schedule New Reports* wizard.

     Schedule New Reports

2. Click the **Authority** tab.

3. Double-click the List Authority Records report or highlight it and click **Setup & Schedule**.

4. Click the **Authority Selection** tab.

5. To generate a list of provisional authorities created, select the *Authorization Level* gadget.

6. Select PROVISIONAL in the List to Choose from, use the right facing arrow to move it into the List Selected and click **OK**.
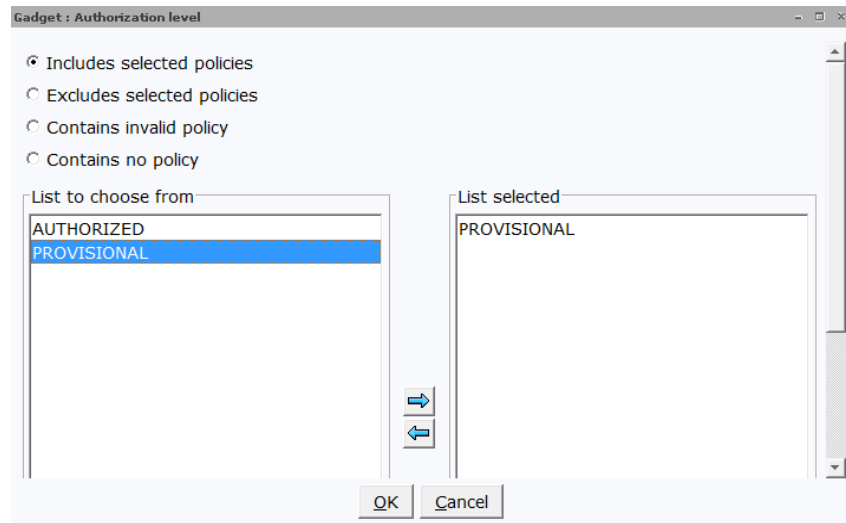
7. Make any other necessary selections within the tab.

8. Click the **Sorting** tab and select how you want the records to sort.

9. Click the **Print Authority** tab.
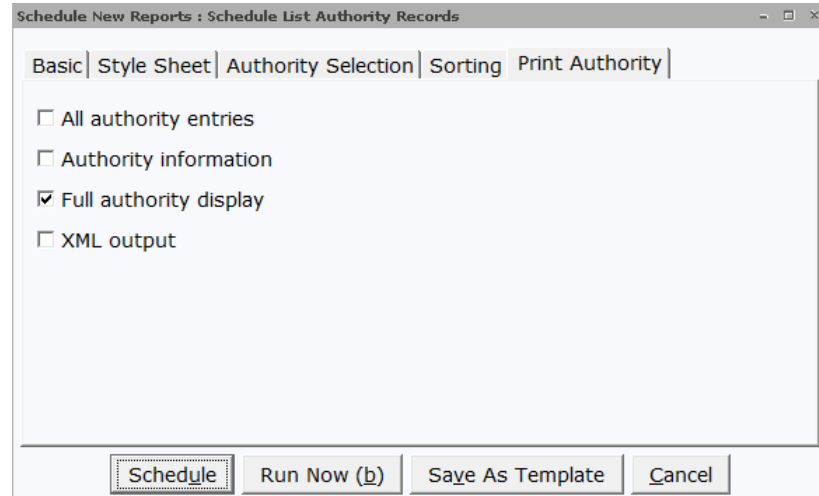
10. Make selections here to determine what authority record information is to appear in the output of the report.

11. Click **Run Now** to run the report now; or, click **Schedule** to schedule the report to run at a later time.

Appendix A: SmartPort
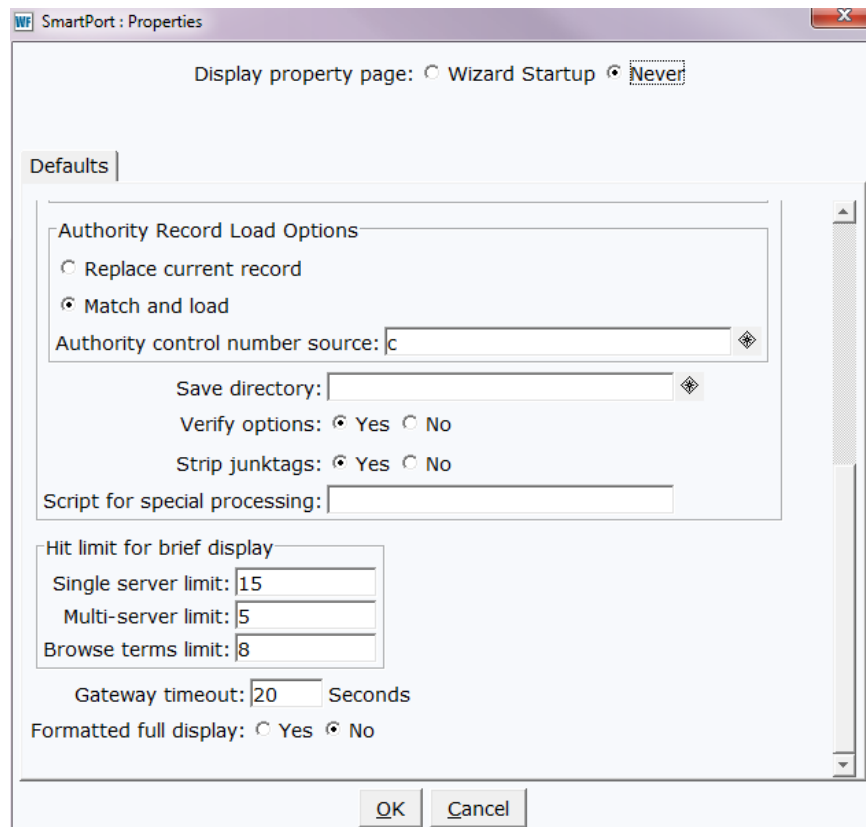
The Copy Cataloging Using SmartPort section earlier in this guide (page 105) discussed capturing and loading bibliographic records. This section will explain how to capture authority records, how to save or e-mail records, and how to use various SmartPort helpers.

Capturing and Loading Authority Records

SmartPort Authority Configuration

When SmartPort captures a record and loads it into the library's catalog, it uses specified match points to determine if the record already exists in the catalog.

To set default values at your workstation, right-click the *SmartPort* wizard, and select **Properties**.

Authority Record Load Options

Select one of the following:

- **Replace current record** – Designates the incoming record to replace the last record viewed at the workstation.

- **Match and load** – Allows SirsiDynix Symphony to search for a matching record based on the match points specified march points options, and then take an action based on the result. If the system finds a match, it will verify that you want to overlay the existing record. If the system does not find a match, it will create a new title record.

- **Authority control number source** field specifies the entries in the MARC authority record that should be checked for a match. The values in this field are codes that refer to specific MARC authority entries. SirsiDynix Symphony checks the authority database for a match on the first match point value. If no match is found, the second match point will be checked, and this pattern will continue until all match points have been checked.

Capturing and Loading Authority Records

If Match and Load is selected, SirsiDynix Symphony will search for a matching record, based on the values in the Authority Control Number Source field.
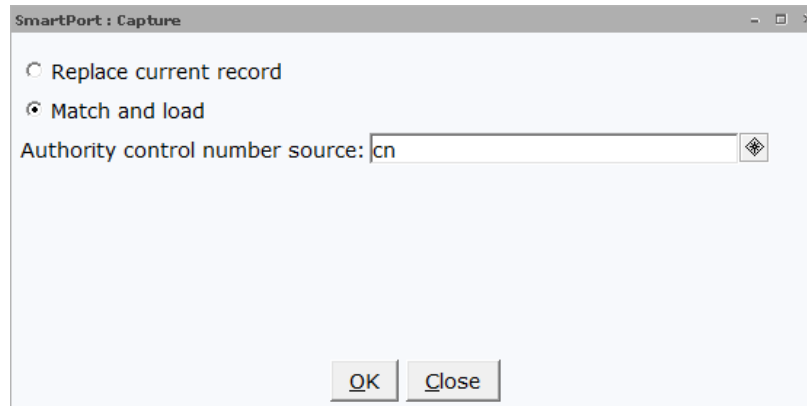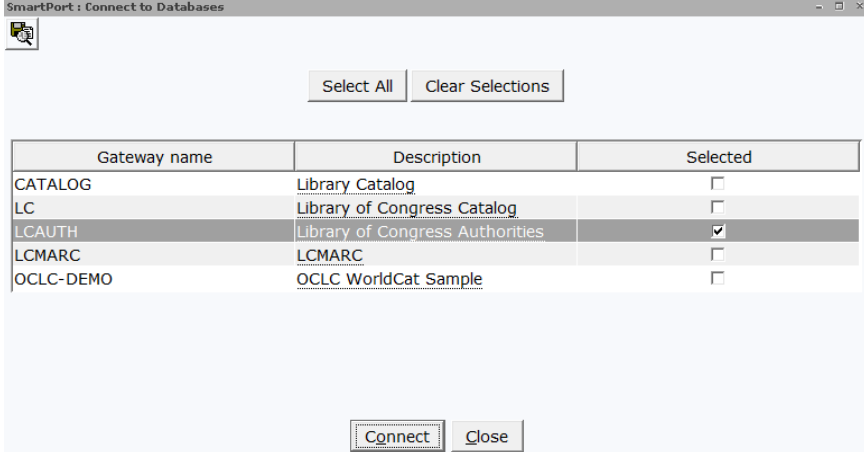
The values in the authority control number source field prescribe the number used as the authority control number in SirsiDynix Symphony. In determining whether an incoming record matches a record already in the SirsiDynix Symphony database, the authority control numbers of existing records are matched against the corresponding entries of the incoming record.

SirsiDynix Symphony checks the authority database for a match on the first authority control number in the list. If no match is found, the second authority control number in the list will be checked, and this pattern will continue until all values have been checked.

If no match is found, a new record will be created and assigned the first title control number source listed for which an entry is found in the incoming record.

To capture and load an authority record:

1. Within the Common Tasks group of wizards, click the *SmartPort* wizard. ⚡ SmartPort
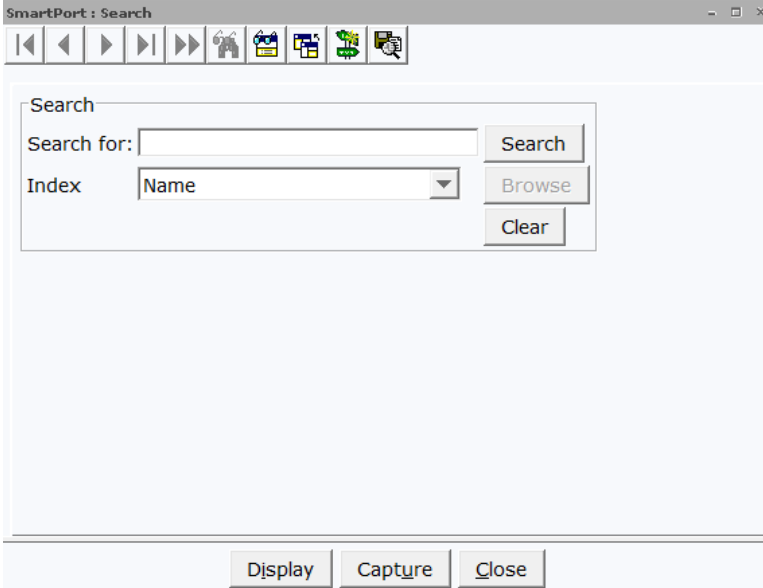
2. Select a server with authority records and click **Connect**.

Your system administrator can add Z39.50 compliant catalog destinations. For more information, see the WorkFlows online Help.

3. Type the search terms in the Search For box, select the appropriate Index, and click **Search**.

4. Use the helpers to move forward and backward through the list.

5. To view a record, click one of the search results and click **Display**.

6. Review the record. Use the scroll bar to view additional lines of the record. To view another record, use the helpers to move through the list one record at a time. Click **Close** to return to the Search window.

7. When you find a record to add to your library's catalog, click **Capture** in either the Search or Viewing window. If you selected the Verify options check box in the SmartPort Properties, the following window appears:

8. Make any necessary changes. The Replace current record option overlays any bibliographic record that was most recently displayed, selected, or in memory in WorkFlows. The Match and load option uses the specified match points to determine whether any record in the catalog matches the one being captured.

9. After making changes or accepting the defaults, click **OK**.

10. The incoming record has not yet been added to the catalog. Edit the record as needed. Use the helpers to add missing entries or delete unwanted entries.

11. Click **Save** to save the record and add it to the catalog.

12. Click **Close** to close the window and return to the SmartPort Search window.

13. Continue searching for other titles, or click **Close** to close the *SmartPort* wizard. This closes all Z39.50 connections.

An overnight maintenance report must run for cross-references to be visible in the OPAC.

Replacing Authority Records Using SmartPort

Connect and search according to the earlier instructions. When capturing a record, an existing record can be overlaid if Match and Load is selected and a match is found, or if Replace Current Record is selected.

If SirsiDynix Symphony finds a matching record, a message will open indicating a matching record was found and on which authority control number entry the match was made.
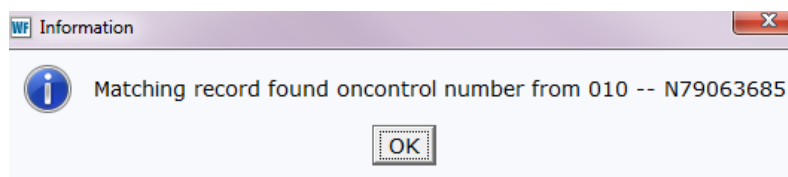
Click **OK** to close the message, and the incoming record is displayed. Edit the record and click **Save**, or click **Close** to cancel the overlay.

Replace current record

An individual authority record can also be overlaid without meaningful authority control information. For example, a authority record can be overlaid with the full record from an authority source, even though the brief record contains no matching authority control number values. This can be accomplished by selecting Replace current record, as long as the provisional authority record is the current record.
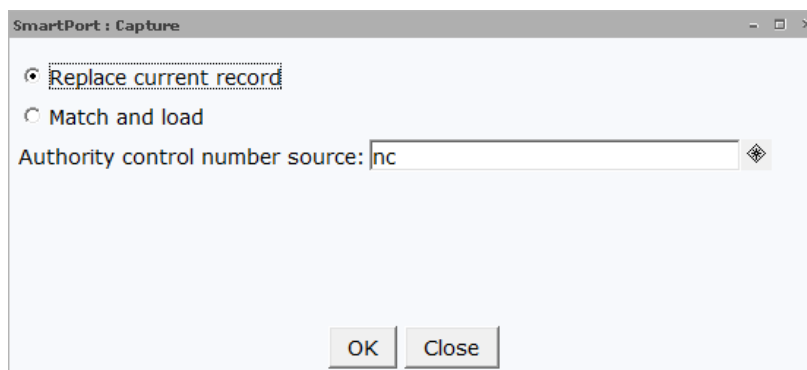
To replace the existing authority control number for the record, add a forward slash and repeat the authority control number sequence in the Authority Control Number Source field. For example, enter "nc/nc."
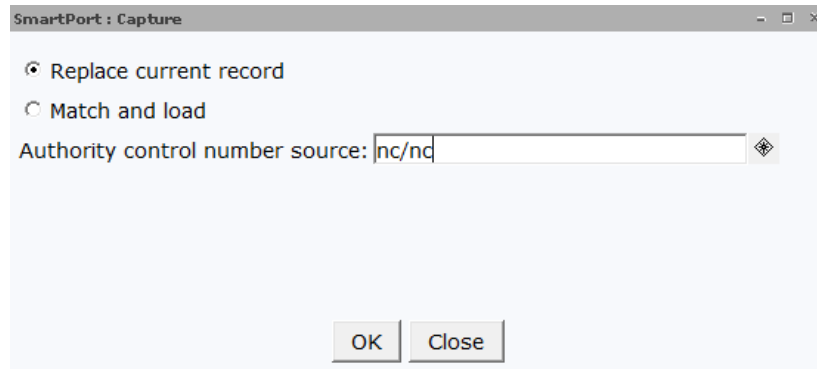
If **Replace** current record is selected, the incoming record will replace the last record accessed in the workstation. The following window appears with the authority control information about the record to be replaced.
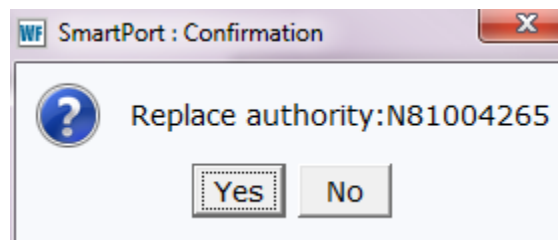
Click **Replace** to replace the existing record or click Cancel to cancel the transaction. If an authority record has not been accessed in this workstation session, the following error message appears:
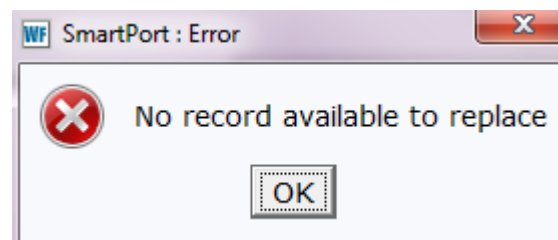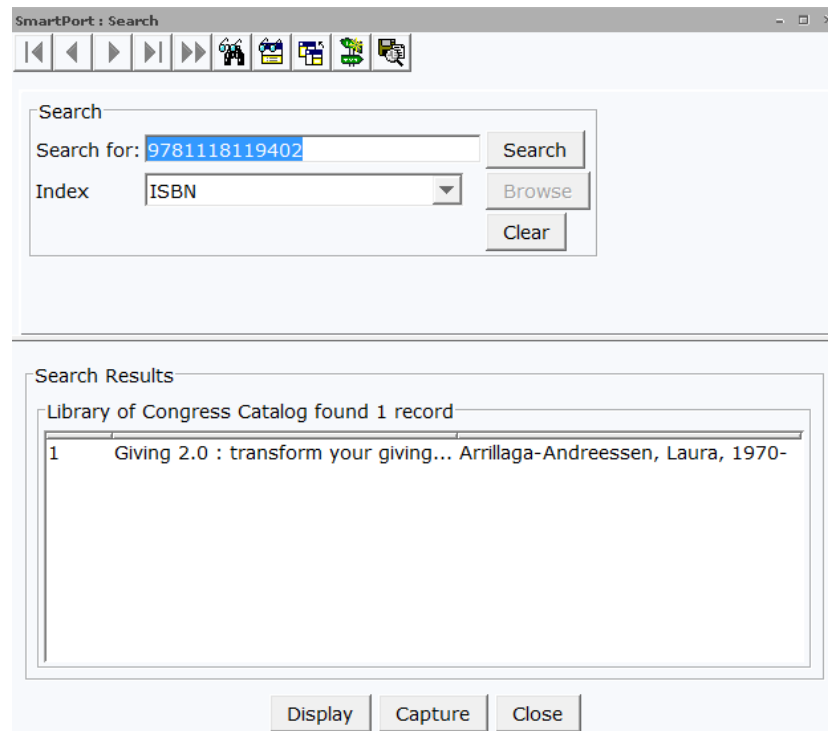
Saving Records

Records viewed through SmartPort can be saved to a file or emailed for later review and loading with the Load Bibliographic Records report or the Load Authority Records report.

Saving Records Using SmartPort

To save records using SmartPort:

1. Within the Common Tasks group of wizards, click the *SmartPort* wizard. ⚡ SmartPort

2. Select the server(s), and click **Connect**.

3. Type the search terms in the Search For field, select the appropriate Index, and click **Search**.

4. If necessary, use the helpers to move forward and backward through the list.

5.   To view a record, click one of the search results and click **Display**.

6.   Review the record. Use the scroll bar to view additional lines of the record. To view another record, use the helpers to move through the list one record at a time. Click **Close** to return to the Search window.

7.   When you find a record to save, click the *Save* helper.

You can establish a default file name in the SmartPort properties.
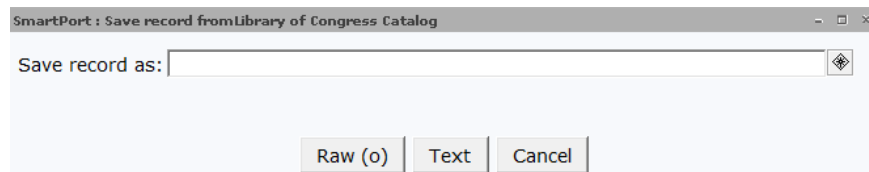
8. Click the *Save Record As* gadget to display the Select File window.
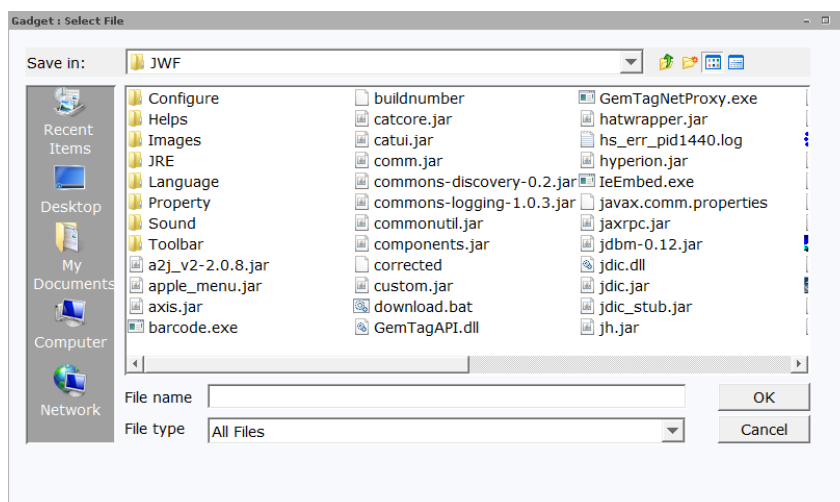
9. Type the File Name under which to save this record (including the .mrc extension), and click **OK**.

10. Click **Raw** to save the record in MARC format, or click **Text** to save the record in ASCII format.
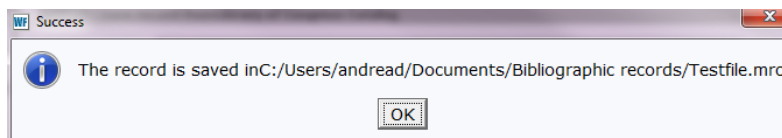
  Only MARC format records can be saved in raw format. If you display a non-MARC record, such as a COSATI/CENDI record, and attempt to save it in raw format, an error message will display, and the record will not be saved.

11. To save this record into an existing file, select the file in the Select File window and click **OK**. If the incoming records are in the same format as the existing file, the following window appears:
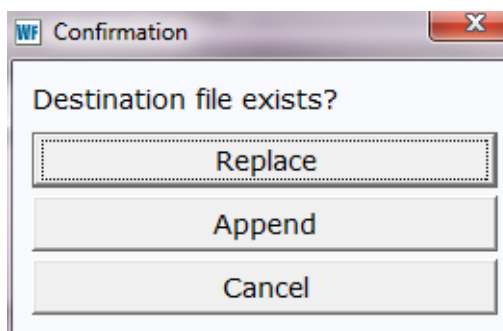
12. Click **Replace** to replace the existing file, or click **Append** to add this record to the existing file.

Saved Files Helper

Files saved with the *Save* helper may be viewed, copied, or removed using the *Saved Files* helper.
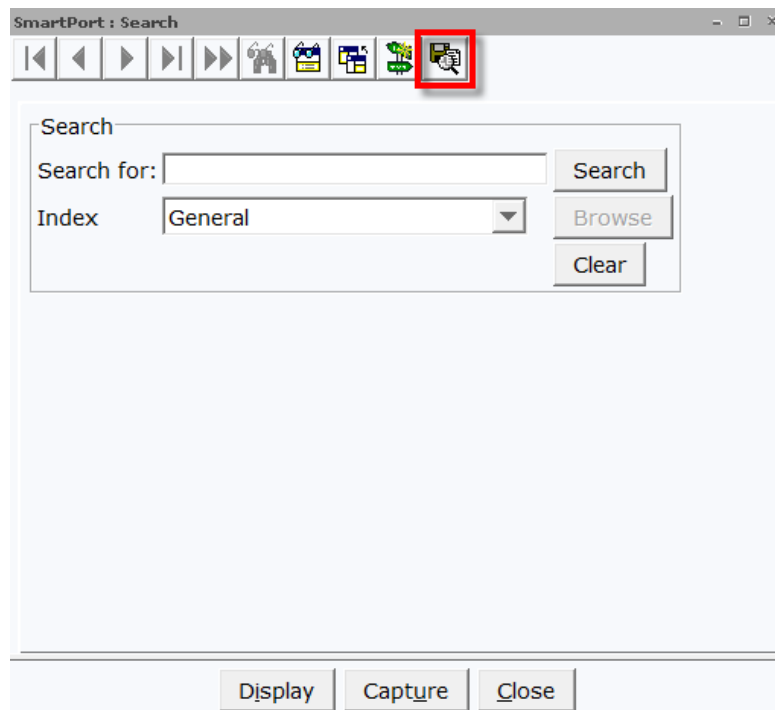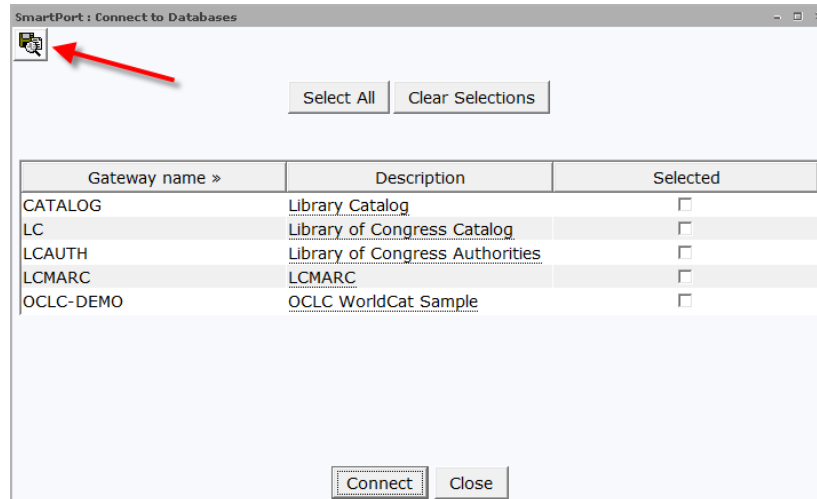
When you click the *Saved Files* helper, the following window appears:
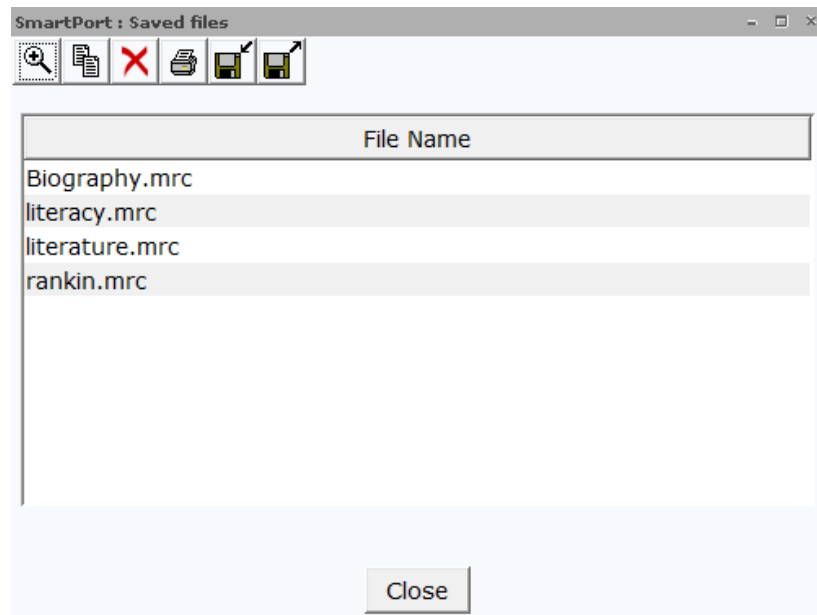
To view a saved file:

1. Within the Common Tasks group of wizards, click the *SmartPort* wizard.
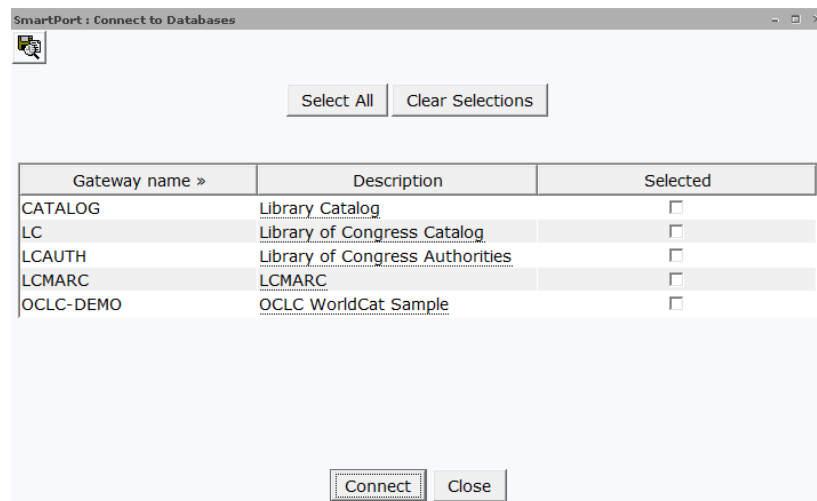
2. Click the *Saved Files* helper.
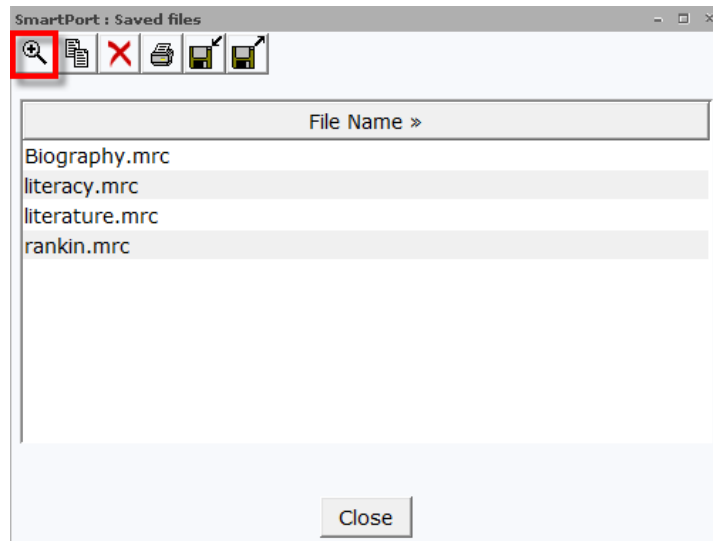
3. Select a file from the list and click the *View* helper.
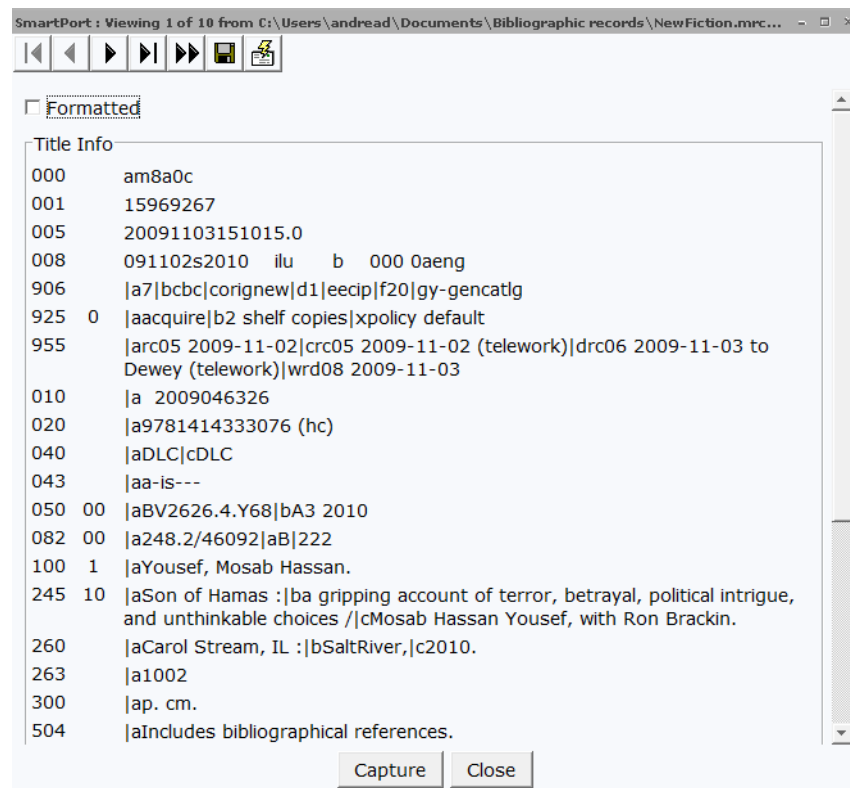
4. Use the helpers to move forward and backward in the file of records.

To remove a saved file:

1. Within the Saved Files window, select a file from the list to remove.
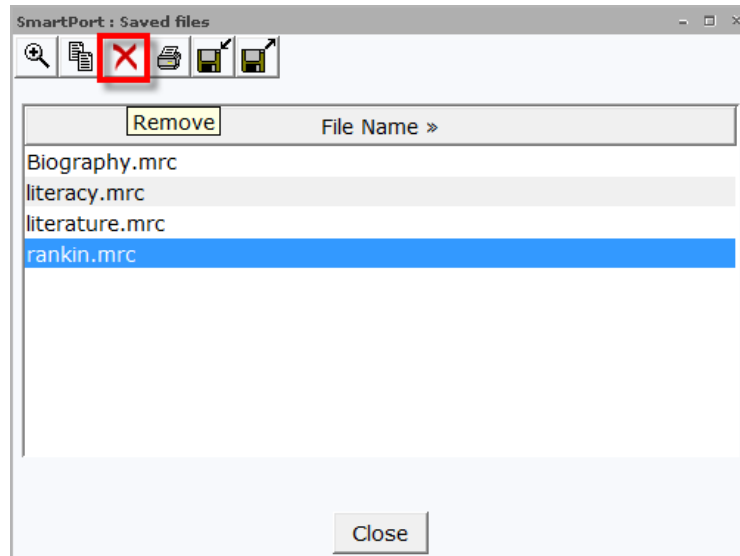
2. Click the *Remove* helper.

3. Click **Yes** to remove the file, or click **No** to cancel and return to the Saved Files window.

Emailing Records

To email records using SmartPort:

1. Within the Common Tasks group of wizards, click the *SmartPort* wizard.

2. Select the server(s), and click **Connect**.

3. Type the search terms in the Search For field, select the appropriate Index, and click **Search**.

4. If necessary, use the helpers to move forward and backward through the list.

5. To view a record, click one of the search results and click **Display**.
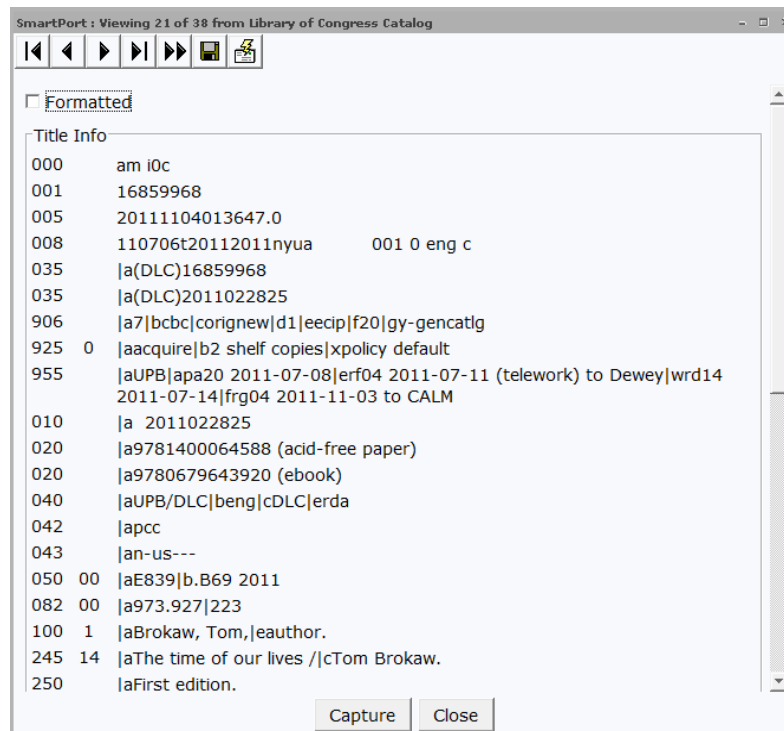
6. When you find a record to email, click the *Email* helper.
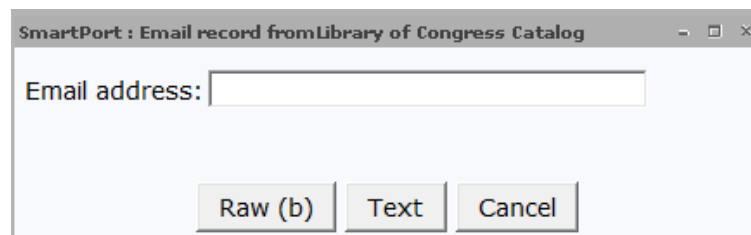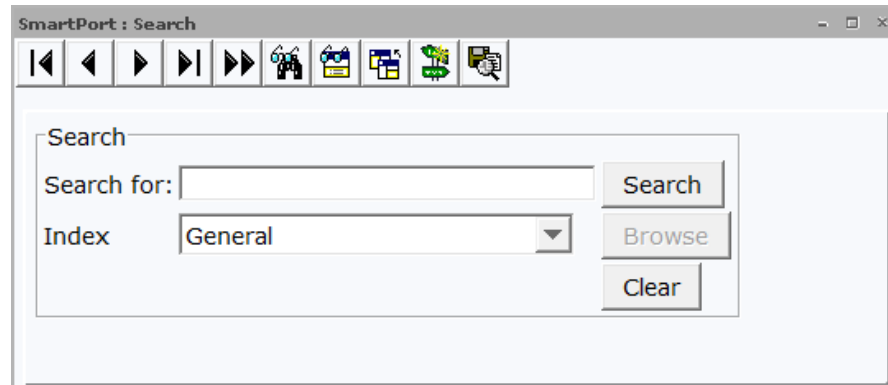
7. Type the email address to which to send this record and click **OK**.

8. Click **Raw** to email the record in MARC format, or click **Text** to email the record in ASCII format.

Additional SmartPort Helpers

Change Search Pane View Helper
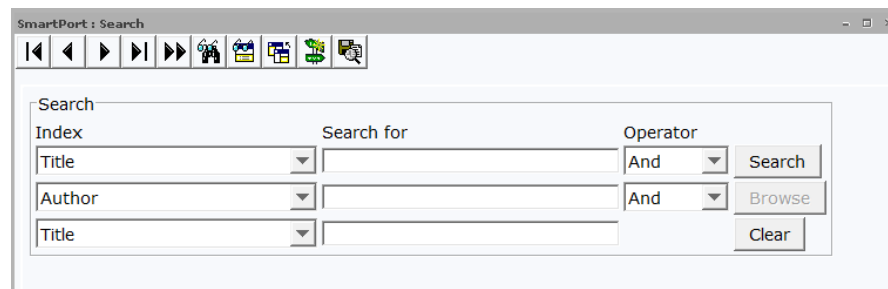
The *Change Search Pane Viewer* helper toggles between the Single Field

Search and the Labeled Field Search.

Single Field Search

Labeled Field Search

Add/Remove Destinations Helper

The *Add/Remove Destinations* helper allows you to connect to additional Z39.50 servers. This helper also allows you to disconnect from a Z39.50 server without closing SmartPort.

When you click the *Add/Remove Destinations* helper, the following window appears:
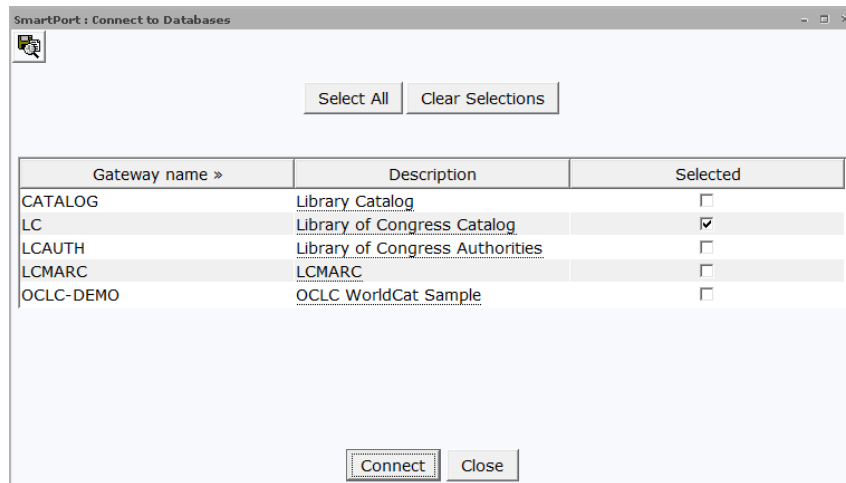
Select another Z39.50 server to connect to and click **Connect**. Alternately, you may clear an existing selection to disconnect from that server.

Appendix B: Load Bibliographic Records

Load Options

Most of the options on the **Load** tab are defined in the Running the Load Bibliographic Records Report in the "Loading Records Using Reports" section. The following options are further described.

Title Control Number Matching Rule

The title control number matching rule determines how the records being loaded relate to existing records.
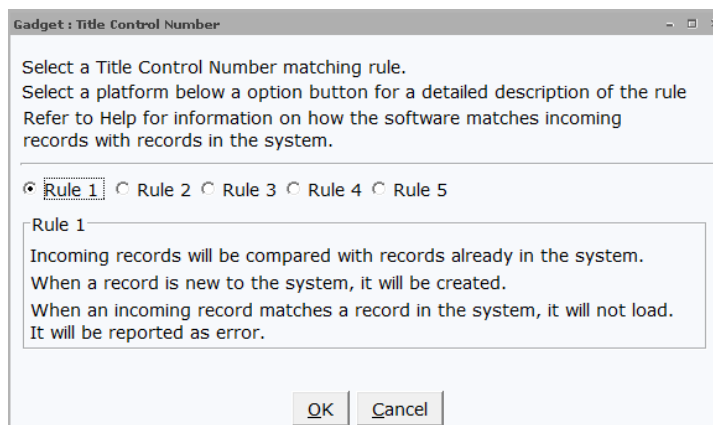
The following title control number matching rules are available:

Rule 1: Create Only

Only new records will be created. Records with title control numbers matching existing records will not load. Error records are printed in the report log with the header flex already exists.

Rule 2: Create and Update if Date Cataloged in NEVER

New records will be created. Records with title control numbers matching existing records will only load for records that do not have a date cataloged. Records matched that have a date cataloged specified will not load. Error records that match existing records will be printed in the report log with the header flex already exists and the corresponding date in the date cataloged field.

Rule 3: Update only if Date Cataloged is NEVER

Records with title control numbers matching existing records will load only for records that do not have a date cataloged. New records and records that match a record with a date cataloged specified will not load. Error records that match existing records will be printed in the report log with the header flex already exists and the corresponding date that is in the Date Cataloged field.

Rule 4: Always Create and Update

New records will be created. Records with title control numbers matching existing records will always load, replacing records that may have previously had cataloging activity.

Rule 5: Always Update only

Records with title control numbers matching existing records will always load, replacing records that may have previously had cataloging activity. New records will not load. Error records will be printed in the report log with the header *flex not found*.

> Error records not related to flexkey matching are only printed in the log if there is a problem with the MARC record or copy processing.

Copy Processing

Copies can be created automatically during the load process using a holding code, a holdings entry statement (such as the 949), or they can be created or modified manually after the load. Use the *Copy Processing* gadget to select a copy processing method.

When using the *Copy Processing* gadget, the following values display:

Create NO copies

Only bibliographic records and call numbers will load, no copies will be created. This option is useful when loading records for acquisitions. The library for the call number will be determined from the holding code selected.

This selection is not available if a Holdings entry preprocessing method has been specified.

Create but do not update copies using holdings statement

If your library uses a holdings statement, such as the 949, copies will be created from the holdings statement for new copies. Existing copies will not be updated from the holdings statement.

Ignore holdings statements & create ONE copy only when creating a title

Holdings statements will not be used, but one copy will be created for each new title loaded. Updated records will not have any copy processing regardless of existing holdings statements. The call number and copy will be assigned the library, location, and item information from the default holding code.

This selection is not available if a Holdings entry preprocessing method has been specified.

Create and update copies using holdings statement

Both new and updated records will use holdings statements. Existing copies will be updated using the incoming holdings statement information.

Create copies using holdings statement only when creating a title

Only new records will use holdings statements. When a title control number is matched in an updated record, all existing copies associated with that call number are retained and only bibliographic information is updated.

Entry ID

The *Entry ID* gadget does allow for one or more tags to be selected. You can enter a list of tag numbers, in the desired order of search, from which to extract holding entry data from the incoming MARC records. Simply place commas in between i.e. 949,999.

Print Options

This report is designed to load MARC records into the catalog. You have the option to print or not print the titles that are loaded in the Print Loaded Title tab. If the checkbox is selected, the records that are loaded will print. Records that do not load are always included in the load report log.

This report can also print various labels for imported records. The labels are created in separate reports. These display in the finished reports list with the titles OC_[report title] for the OCR labels, and SP_ [report title] for the spine and pocket labels. The line spacing formats, which are usually defined when viewing, printing, or e-mailing results for label type reports, are instead defined using the OCR Call Number Label and Spine And Pocket Label tabs when the Load Bibliographic Records report is scheduled. The labels report logs are included in the primary report log and cannot be reviewed separately.

If the spine and/or OCR label reports fail, the catalog record or records will still be loaded.

If the user wants to print different labels or use different label stock (other than the OCR labels) the Label Designer and the Print Custom Labels report can be used.

```
Report Log for Catalog Record Load
Report bibload scheduled as Load Bibliographic Records
Load bibliographic records into catalog.

Symphony Catalog MARC Load 3.4 started on Friday, November 4, 2011, 4:28 PM
  Records will be interpreted according to the following format: MARC.
  The item number will be updated.
  The MARC record will be updated.
  The price will be updated.
  The year of publication will be updated.
  Records not matched will be loaded, and records which match will be updated
if date_cataloged is NEVER.
  The date cataloged will be set to 11/4/2011.
  Bibliographic records will be matched by flexible key.
  The OCLC number (001) will be used as the flexible key.
  The ISBN (020) will be used as the flexible key.
  The ISSN (022) will be used as the flexible key.
  The first occurrence of the specified flexible key fields will be compared
to
the flexible key index for matching.
  Matching MARC records that contain a "d" in the Leader/05 will be loaded.
  MARC records will be read from standard input.
  ARNFBK will be used as the default holding code.
  No copies will be created.  Library will be set from holding code.
  Dewey number will come from the first tag 082.
  All subfields will be included in the call number.
  Dewey number will come from the first tag 099.
  All subfields will be included in the call number.
  MARC records with errors will be saved in
d:/Sirsi/Unicorn/Marcimport/Biberror
/111104162800011e.
  Entries/tags listed in the junk tag file junktag
    will be removed.
  Created and updated Item keys for label generation will be saved in
C:/tmp/rpt
10068.item_keys.
  0 Total item(s) created.
  0 Total item(s) ignored.


  17 bib record(s) read.
  0 bib record(s) in error.
  16 bib record(s) loaded.
  0 bib record(s) cancelled.
  0 bib record(s) deleted.
  1 full bib record(s) replaced.
Symphony Catalog MARC Load finished on Friday, November 4, 2011, 4:28 PM
Symphony item printing 3.4 started on Friday, November 4, 2011, 4:28 PM
  The catalog key will be read from standard input.
  The output will be a record by record list.
  Catalog bibliographic information will be written to standard output.
    Entry IDs:ALL.
  Entry IDs will precede catalog data.
  Subfield codes will appear in output.
  The report title option will be used.
  17 catalog record(s) printed.
  0 catacnt record(s) printed.
  0 call number record(s) printed.
  0 item record(s) printed.



  0 itemacnt record(s) printed.
Symphony item printing finished on Friday, November 4, 2011, 4:28 PM
Symphony call number selection 3.4 started on Friday, November 4, 2011, 4:28
PM
  The catalog key will be read from standard input.
  The callnum primary key will be written to standard output.
  17 callnum record(s) considered.
  17 callnum record(s) selected.
Symphony call number selection finished on Friday, November 4, 2011, 4:28 PM



Symphony edit callnum 3.4 started on Friday, November 4, 2011, 4:28 PM
  The callnum key will be read from standard input.
  The shelving key will be remade.
  17 callnum record(s) edited.
Symphony edit callnum finished on Friday, November 4, 2011, 4:28 PM
```

```
                              LOADED BIB RECORDS

                    Produced Friday, November 4, 2011 at 4:28 PM

    000:     : |aam a0c
    001:     : |aBRG-8556
    005:     : |a20101122152950.0
    008:     : |a100222s2010    nyua     b    001 0 eng
    010:     : |a   2010004137
    020:     : |a9780307269935
    035:     : |a(OCoLC)ocn515402494
    040:     : |aDLC|cDLC|dBTCTA|dYDXCP|dWSN|dC#P|dBWX|dJRS|dABG|dDLC
    050: 00 : |aHE7631|b.W8 2010
    082: 00 : |a384/.041|222
    100: 1  : |aWu, Tim.
    245: 14 : |aThe master switch :|bthe rise and fall of information empires
      /|cTim Wu.
    250:     : |a1st ed.
    260:     : |aNew York :|bAlfred A. Knopf,|c2010.
    300:     : |ax, 366 p. :|bill. ;|c25 cm.
    500:     : |a"This is a Borzoi book" --T.p. verso.
    504:     : |aIncludes bibliographical references (p. [323]-354) and index.
    505: 0  : |aThe rise. The disruptive founder ; Radio dreams ; Mr. Vail is a
  big
      man ; The time is not ripe for feature films ; Centralize all radio
      activities ; The Paramount ideal -- Beneath the All-seeing Eye. The
      foreign attachment ; The legion of decency ; FM radio ; We now add
      sight to sound -- The rebels, the challengers, and the fall. The
      right kind of breakup ; The radicalism of the Internet revolution ;
      Nixon's cable ; Broken Bell ; Esperanto for machines -- Reborn
      without a soul. Turner does television ; Mass production of the
      spirit ; The return of AT&T -- The Internet against everyone. A
      surprising wreck ; Father and son ; The separations principle.
    650:  0 : |aTelecommunication|xHistory.
    650:  0 : |aInformation technology|xHistory.
    650:  0 : |aMass media|xHistory.
```

Using the 948 Entry for Date Stamping

As records are loaded into SirsiDynix Symphony, SirsiDynix uses the following formats to interpret item information located in the 948 holding tab.

Subfield	Label	Example
|a	Date Title Created	|a12/06/2011
|b	Date Title Updated	|b12/20/2011
|c	Date Title Cataloged	|c02/20/2012
|s	Shadowed Y or N	|sY or |sN

Example

948 |a12/06/2011|b12/20/2011|c02/20/2012|sY

The 948 tag is not required. There should be only one 948 entry per record.

Using the 949 Entry for Copy Processing

Your library does not have to use a specific Entry ID for your SirsiDynix holdings statement, but it is recommended that you use the 949 or 999 fields.

There should be one 949 or 999 for each item to be loaded in association with a given bibliographic record. For instance, if you are adding a new bibliographic record, and you have two copies of that item, there should be two 949s. If you have an item with two volumes, there should be two 949s. If adding a copy or a volume to an existing bibliographic record, there should be a 949 for each new item you are adding.

As records are loaded into SirsiDynix Symphony, SirsiDynix uses the following formats to interpret item information located in the holding tag to create copy information.

Subfield	Label	Example
|a	Call Number	|aTK7872 .H45
|v	Volume Number	|vV.2
|w	Class Scheme**	|wLC
|c	Copy Number	|c1
|h	Holding Code**	|hREFBOOK
|i	Barcode Number	|i31490003889210
|m	Library	|mMAIN
|d	Last Activity mm/dd/yyyy	|d03/05/2011
|e	Date Last Charged	|e03/05/2011
|f	Date Inventoried	|f05/16/2011
|g	Times Inventoried	|g10
|j	Number of Pieces	|j2
|k	Current Location**	|kCHECKEDOUT
|l	Home Location**	|lSTACKS
|n	Total Charges	|n10
|o	Item Notes or Comments	|oNOTE. Page 32 missing
|p	Price	|p$17.95

|q	In House Charges	|q5
|r	Circulate Flag	|rY
|s	Permanent Flag	|sY
|t	Item Type	|tBOOK
|u	Acquisitions Date	|u05/05/2011
|x	Item Category 1**	|xNONFICTION
|z	Item Category 2**	|zTEEN

**Values in these subfields must exist in your SirsiDynix Symphony policy tables. All policy values should be in uppercase.

Example

949 |aTK7872 .R45|vV.2|c1|i31490008830290|hBKSTACKS

|d02/02/2012

949 | aTK7872 .R45|wLC|c1|i31490002283941|hBKSTACKS

|d02/02/2012

949 |a aTK7872 .R45|c0|i314900029839231|hBKSTACKS

949 |a aTK7872 .R45|vV.2|wLC|c1|i3149200093392832

|d02/02/2012|e02/02/2012|j3|o.NOTE.Ordered for Director|n10

|rY|sY|tBOOK|u01/16/2012|xNONFICTION|zADULT

Do not enter a subfield marker and code if you do not have data for that entry. All subfield designations should be lowercase. The order of subfields is important for subfields a, v, w, and c, which corresponds to call number, volume, class scheme, and copy respectively. The call number must always be in |a, followed by |v, followed by |w, followed by |c. The text of |v will be loaded exactly as it appears. Include labels for volume information. Do not include a label for copy information. SirsiDynix Symphony does not use a label in the copy field, and the presence of an alphabetic character at the beginning of |c causes the copy number to be interpreted as an error.

When a Holding Code is used, the values for Library, Home Location, Item Type, Item Category1, Item Category2, Circulate Flag, Permanent Flag, and Price may be defined by the Holding Code. If there is a value defined by the Holding Code, a value entered into an independent subfield in the 949 overrides the default Holding Code policy value.

> If an invalid holding code is found in subfield h, the UNK holding code will be used.

If a Class Scheme is not indicated in a subfield of the 949, the default Class Scheme as defined in the *Call Number Load Rule* gadget will be assigned.

All dates are in a MM/DD/YYYY format.

Frequently Asked Questions about Loading Variations

The following information describes variations to the standard Load Bibliographic Records report process.

How do I schedule the Load Bibliographic Records report to load cataloged records regularly without having to modify the report?

1. Make your selections in the report. In the Update date cataloged field, select TODAY to minimize the chances of the bibliographic records being overwritten in a subsequent record load. In the File to load field, select an existing file or type in a file name. (If the file does not exist you will get an INCORRECT VALUE status bar message, but the report can still be scheduled.)

2. Schedule the report to run daily (or at some other interval) at a regularly scheduled time.

3. Regularly review the completed report in the Finished Reports list to confirm that the load completed successfully and to determine the appropriate action to be taken, such as reloading error records. Reload files if necessary.

4. Use MARC Import after the scheduled Load Bibliographic Records report has been run and reviewed to import a file. Use the same name as the file selected in the originally scheduled report.

5. Repeat steps 3 and 4 at the intervals determined by the scheduled report.

> If you have not imported a file between subsequent running of the scheduled report, the report will end in ERROR indicating that no data has been imported. If you have not run the report between subsequent uses of MARC Import, and another file using the same file name is imported, the first file will be overwritten.

How do I update existing titles without changing the copies while also creating new titles with copies in the same file?

1. Use the Always Create and Update option for the Title Control Number Matching Rule.

2. Use the Title Control Number and/or the Indexed Marc Tag settings to select the tags that the incoming records will be matched on.

3. Use the Create Copies Using Holdings Statement Only When Creating a Title option for the Copy processing.

4. Include the Entry ID, such as 949 or 999, that defines the copy processing in the catalog records being loaded.

5. Specify one or more Call Number Load Rules, such as LC,949,a,N/LC,050,,N.

6. Select to Update Bibliographic Record When Updating Records.

How do I update existing title records without changing any existing copies while creating new titles without creating any copies in the same file?

1. Use the Always Create and Update option for the Title Control Number Matching Rule.

2. Use the Title Control Number and/or the Indexed Marc Tag settings to select the tags that the incoming records will be matched on.

3. Use Create NO Copies option for the Copy processing.

4. Specify one or more Call Number Load Rules, such as LC,050,,N.

5. Select to update the bibliographic record.

How do I add new titles for ordering without updating any existing records?

1. Use the Create Only option for the Title Control Number Matching Rule.

2. Use the Title Control Number and/or the Indexed Marc Tag settings to select the tags that the incoming records will be matched on against existing records.

3. Use the Create NO Copies option for the Copy processing.
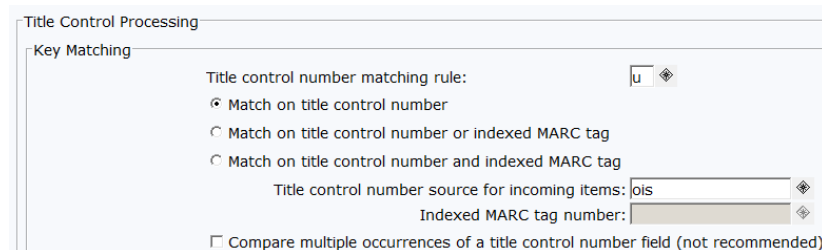
4. Specify one or more Call Number Load Rules, such as LC,050,,N.
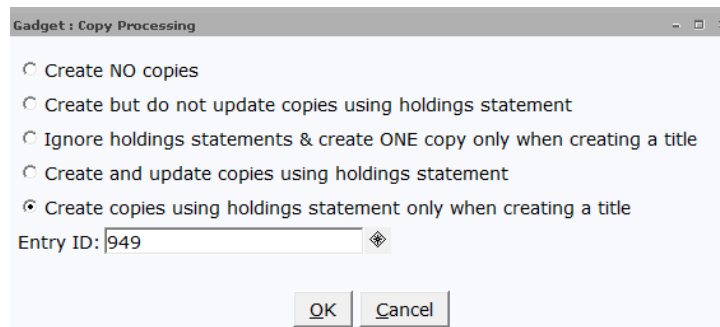
How do I update existing titles using the 049 field in the incoming records for copy processing and load new records using a SirsiDynix holdings statement?

1. Use the Always Update Only option for the Title Control Number Matching Rule.
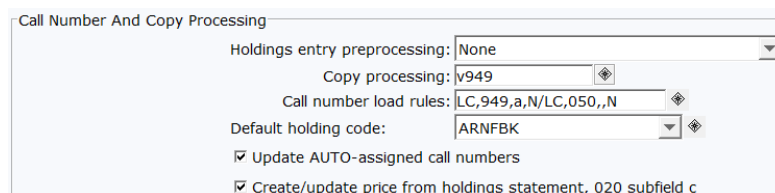
    Title Control Processing
    Key Matching
    Title control number matching rule: u
    ⊙ Match on title control number
    ○ Match on title control number or indexed MARC tag
    ○ Match on title control number and indexed MARC tag
    Title control number source for incoming items: ois
    Indexed MARC tag number:
    ☐ Compare multiple occurrences of a title control number field (not recommended)

2. Select the Convert OCLC 049 to 999 option from the verify list for the Holdings Entry Preprocessing.

3. Use the Title Control Number and/or the Indexed Marc Tag settings to select the tags that the incoming records will be matched on against existing records for overlaying.

4. Use the Create Copies Using Holdings Statement Only when Creating a Title option for the Copy processing.

5. Include the Entry ID(s), such as 949 and/or 999, that defines the copy processing in the new catalog records being loaded.

    Gadget : Copy Processing
    ○ Create NO copies
    ○ Create but do not update copies using holdings statement
    ○ Ignore holdings statements & create ONE copy only when creating a title
    ○ Create and update copies using holdings statement
    ⊙ Create copies using holdings statement only when creating a title
    Entry ID: 949

    OK   Cancel

6. Specify one or more Call Number Load Rules, beginning with a call number load rule for the holdings statement, such as LC,949,a,N/LC,050,,N.
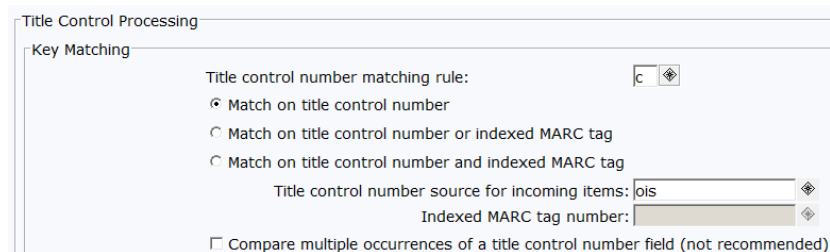
    Call Number And Copy Processing
    Holdings entry preprocessing: None
    Copy processing: v949
    Call number load rules: LC,949,a,N/LC,050,,N
    Default holding code: ARNFBK
    ☑ Update AUTO-assigned call numbers
    ☑ Create/update price from holdings statement, 020 subfield c

7. Select to update the bibliographic record.
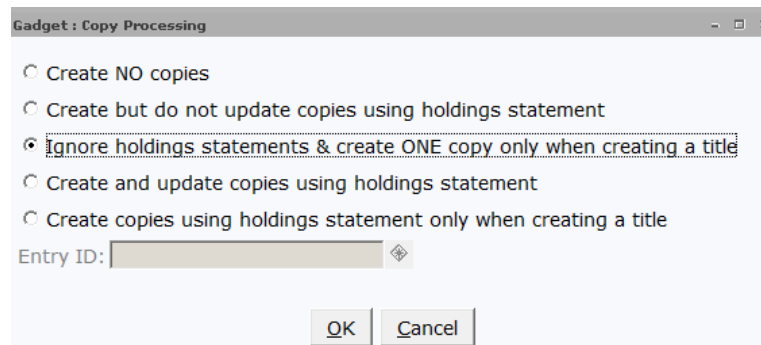
How do I add new titles with one default call number and copy attached?

1. Use the Create Only option for the Title Control Number Matching Rule.

2. Use the Title Control Number and/or the Indexed Marc Tag settings to select the tags that the incoming records will be matched on. Incoming records found to be a match will be rejected as errors and will not load.

3. Select the Default holding code. A single copy will be created with the copy information defined by the holding code.

4. Use the Ignore Holdings Statements & Create ONE Copy Only when Creating a Title option for the Copy processing.

5. Specify one or more Call Number Load Rules, such as LC,050,,N. The loaded records will have a single call number created from this field.

Load Bibliographic Records System Messages

If the configuration of the Load Bibliographic Records report does not match the incoming data, the report will not load the data and will produce error messages in the report log. Here are examples of common errors, along with information on how to resolve them.

Holding does not have corresponding call number

If you are using a holding tag for copy processing in incoming records, such as the 949, but you have not created a call number load rule referring to this holding tag, such as LC,949,a,N, the report will generate an error with the above message. No records will be loaded until there is a call number rule added to the Load Bibliographic Records report that refers to the holding tag.

There is no imported to data to load

This message displays if the Load Bibliographic Records report has been set up to load a file, and that file is not in the system to be loaded. For example, a library schedules the Load Bibliographic Records report to run every night like any other maintenance report, and the file that it loads every night is called load.marc. For this report to run successfully every night, the library staff must use MARC Import to load a file called load.marc every day so that the report can then load that file. If the library staff does not load that file on a given day and the report still runs, the report will generate an error with the above message. This does not affect the system because the report was unsuccessful at loading.

No holding tags found

This message displays if the Load Bibliographic Records report was configured to look for holdings information in a certain tag and that tag did not exist in the incoming records. If the report is configured to look for the 949 tag in the incoming records and the incoming records do not have a 949, the report will generate an error with the above message. No items will be created.

Flex already exists

A flex key is a title control number. This message displays if the Load Bibliographic Records report is configured to create bibliographic records only and when checking for duplicates a match was found on an existing title control number. This is an informational message that lets the library staff know why a record was not created.

Appendix C: Loading Authority Records Using Reports

Overview

As with loading bibliographic records, the process of loading authority records from another source into SirsiDynix Symphony involves two steps. The first step is to use MARC Import, which copies a file of records to the SirsiDynix Symphony server. The second step is to run the Load Authority Records report, which adds those records to the authority database.

Importing Records with MARC Import

Use MARC Import to import files of bibliographic or authority records from floppy disk, hard disk, or tape. Once imported, files can be listed, viewed, or removed.
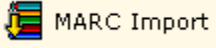
Authority and bibliographic records can be in the same file—the *MARC Import* wizard separates the bibliographic and authority records into individual files to be processed separately with the appropriate reports. As part of the import process, SirsiDynix

Symphony first creates a file for bibliographic records in the /Unicorn/Marcimport directory on the server and writes any bibliographic records to this file. A file is also created in /Unicorn/Marcimport/Authtemp on the server, and any authority records are written to this file.

Some vendors will ftp MARC records for materials you purchase from them directly to this directory (if given server access).

To import authority data:

1. Navigate to the Utility toolbar and click the *MARC Import* wizard.

    ![MARC Import icon] MARC Import

2. Verify that Marc is the selected file type, or click Sirsi flat (flat ASCII), if necessary.

3. Click the *Source* gadget to navigate to a file of records saved on your hard drive or to a shared file server.

4. In the Destination box, type your new name for the copy of the files on the host machine. Be sure to make a note of the destination file name to load the records into the SirsiDynix Symphony catalog via reports.

5. Click **Import**.

6. If you have no other files to load at this time, click **No**. If you have additional files to load to the server, click **Yes**. This option will append the next file to the one that has just been loaded.

    When finished importing files, a log file appears:

7. Click the X in the upper right corner to close this window. The *MARC Import* wizard remains open.

8. Click **Cancel** to exit the wizard.

    After the files load, the file name displays on the **Authority Files** tab. Bibliographic files display on the **Bib Files to Load** tab.

    Once you complete the first part of the batch load process – saving the file of records to the server – you can load the records into the authority database via reports.

Running the Load Authority Records Report

To load the file of imported authority records:

1. Navigate to the Reports toolbar and click the *Schedule New Reports* wizard.

2. Click the **Authority** tab.

3. Double-click the Load Authority Records report or highlight it and click **Setup & Schedule**.

4. Click the **Authority Data File** tab.

5. Make the following selections:

   ### Authority File

   The records to be loaded must have already been imported using the *MARC Import* wizard.

   In the Authority file list, select a file to load from those present in the directory. If you do not see your file name here, it was not loaded properly and you will need to run MARC Import again.

   ### Mode

   Incoming authority records are matched against the existing records based on the Authority ID. Select one of the following options:

   - Create – Only records that are new to your authority database will be loaded. Records that have matching authority IDs will not load and will be reported in an error.

   - Update – Only records whose authority IDs match incoming records will be modified. Records that do not match will not load and will be reported in an error.

   - Create and update – New authority records are created. Records that have matching authority IDs are updated.

   ### Date Cataloged

   Each authority record imported will reflect this date in the Date Authorized field. Use the gadget to select a date.

Check for Subfield 5 on Overlay?

Subfield 5 contains the MARC code of the institution or organization that has added a tracing, reference, or linking entry field to an authority file record. It is used for institution-specific information that may or may not apply to the universal use of the authority record. A subfield 5 may be in a 4XX field, a 5XX field, or a note field.

The Check for Subfield 5 on Overlay? check box is available only if the Mode is either Update or Create and Update.

By default, this check box is cleared (disabled) and the MARC record is overwritten in its entirety, including the fields containing a subfield 5. If selected, and one of the NUC codes specified in the following Subfield 5 Text field matches subfield 5 of a 4XX, 5XX, or note field, that field will not be overwritten on update.

Subfield 5 Text

This option is available only if the Mode is either Update or Create and Update, and the Check subfield 5 on overlay? check box is selected. Use the gadget to select the NUC code or codes for which you do not want to overlay the fields. If the code matches subfield 5 from a field in an existing authority record, this field will not be deleted, but will be merged with the incoming record.

6. After making your selections, click **Run Now** to run the report now; or, click **Schedule** to schedule the report to run at a later time.

You may want to click Save As Template to save your loadauthimp selections as a template before scheduling it to run. If you save a report as a template, the next time you run that report, you will only have to change a limited number of values in the report rather than recreating it. With loadauthimp, you may have to change the file name each time you run the report, depending on your file name conventions.

Appendix D: Practice Exercise

Cataloging Exercises

This set of training exercises reinforces the skills you learned as you moved through your SirsiDynix Symphony Cataloging training. If you need help completing any of these tasks, refer to the appropriate section of this guide, where steps to perform the task are given.

The following examples have been provided for use in a SirsiDynix Hands-On Lab training class, based on records set up in advance for these exercises. If you are attempting to follow the steps below using records in your own database, you may need to adjust the examples for the data present on your own database.

Several of the following exercises are also located in the agenda for the Basic and Intermediate Cataloging classes, for practice in the Hands-on Lab classes.

Exercise 1 – Adding a title manually

Using the *Add Title* wizard, manually add a catalog record to the system using the following information:

- Title: Original cataloging

- Author: Your name

- Subject: Cataloging in source

- An appropriate call number

- Appropriate item information such Home Location, Item Type, Item categories, etc.

- Item ID - 31000108394433

Exercise 2 – Authorizing bibliographic headings

After saving the record in Exercise 1, the author and subject headings are labeled UNAUTHORIZED. Propose a new authority record for the author and find an appropriate existing authority for the subject heading using the *Modify Title* wizard.

Exercise 3 – Duplicating a title

A new edition of the title the library already owns, <u>Public relations in schools</u>, has been published. Duplicate the title, modify some of the bibliographic information, and add one copy to the Moyers library collection with the *Duplicate Title* wizard. Make necessary changes to the bibliographic information to represent the 5th edition and the new publication date.

Exercise 4 – Adding call number and item records to a new title

The Caffey library has also purchased a copy of the 5th edition. Add the additional copy to the catalog with the *Call Number and Item Maintenance* wizard.

Exercise 5 – Adding an item record

The Arrowood library has received a donated copy of a title. Add an additional copy to one of the following titles with the *Add Item* wizard:

- Burning bright by Tracy Chevalier
- Nutrition essentials for nursing practice by Susan G. Dudek

Exercise 6 – Global item modification

A multi-volume encyclopedia needs to be changed from reference materials to regular circulating items with the *Global Item Modification* wizard. Modify the following Item IDs:

- 31070000547949
- 31070000547956

Exercise 7 – Deleting a call number and item

Remove the copy of the 5th edition title associated with the Caffey library with the *Call Number and Item Maintenance* or *Delete Title, Call Number, or Items* wizard.

Exercise 8 – Deleting a title

The last copy of the title <u>Creativity in the music classroom</u> is missing and a replacement copy cannot be ordered; therefore, the bibliographic record needs to be removed from the catalog with the *Delete Title, Call Number or Items* wizard.

Exercise 9 – Using SmartPort

A book has been recommended for acquisition and you need to add the bibliographic record to the database. Copy catalog the title <u>Kurt Vonnegut: a critical companion</u> (ISBN 9780313314391) from the Library of Congress through SmartPort and add a copy for the Arrowood library.

Exercise 10 – Loading bibliographic records using a report

You would like to load a file of bib records you just received from a vendor to your catalog. Import the file of records with the *MARC Import* wizard and use the Load Bibliographic Records report to load the records into the catalog.

Exercise 11 – Modifying a title

You would like to make some modifications to the first bibliographic record of the file of records loaded to the catalog in the exercise just above. Use the *Modify Title* wizard to make changes to the record.

Exercise 12 – Using Item Group Editor

You would like to create a group of new books added this month. These new additions have a NEW BOOK item type. After three months you would like to edit this group and change all the items to the regular BOOK item type. Use the *Item Group Editor* wizard to create the group then change the item type value.

Exercise 13 – Creating a label template

You would like to create a new spine label template to print out new spine labels for any new items. Using the *Label Designer* wizard, enter the dimensions and other measurements of the label, page, and label set provided:

Label

- Position: Top – 0.09cm or 0.04"; Left – 0.13cm or 0.05"
- Dimensions: Width – 2.89cm or 1.14"; Height – 3.32cm or 1.31"
- Text Margins: Horizontal – 0.25cm or 0.10"; Vertical – 0.20cm or 0.08"

Page

- Margins: Top – 0.00; Left – 0.00
- Paper size: Letter
- Measurement units: Inches or Centimeters

Label Set

- Dimensions: Width – 3.09cm or 1.22"; Height – 3.47cm or 1.37"
- Number: Across – 6; Down – 8

Exercise 14 – Printing labels within a wizard

You would like to print labels for all copies of a specific title using your newly created label template within the *Call Number and Item Maintenance* wizard.

Exercise 15 – Printing labels in batch

You would like to print labels in batch for specific items using your newly created label template using the Print Custom Labels report.

Exercise 16 – Transferring items

The Caffey library needs additional copies of the book <u>The Da Vinci code</u> to accommodate user demand. Using the *Transfers* wizard, transfer copies from the Arrowood library to the Caffey library.

Exercise 17 – Binding titles

You need to link two titles with a single item record (barcode). Using the *Bound-withs* wizard, bind the titles: <u>The portable Darwin</u> and <u>The origin of the species by means of natural selection</u>. <u>The portable Darwin</u> will be the "child" record.

Cataloging Exercises: Answers

Exercise 1 – Adding a title manually

1. Within the Cataloging toolbar, open the Titles group of wizards.

2. Click the *Add Title* wizard.

3. Place the cursor in the Contents area of the 100 field.

4. Type your name as the personal author.

5. Tab over to or click on the Contents area of the 245 field.

6. Type the title <u>Original cataloging</u> and make sure the **REQUIRED FIELD** is removed.

7. Tab over to or click on the Contents area of the 650 field.

8. Type the subject heading "Cataloging in source."

9. Click the **Call Number/Item** tab.

10. Click **Add Item**.

11. Enter a call number for the Arrowood library.

12. Using the drop down fields, make any necessary changes to the Home Location, Item Type, and Item categories.

13. If necessary, enter a price of the item.

14. Type in the item ID – 31000108394433.

15. Click **Save**.

Exercise 2 – Authorizing bibliographic headings

1. Within the Titles group of wizards, click the *Modify Title* wizard.

2. Click the blue hyperlinked title which should be the record you just created or search for the title, if necessary.

3. Click the *Validate Headings* helper.

4. Click **Propose**.

5. Make any necessary changes to the proposed authority record.

6. Click **OK**.

7. Click **Next**.

8. In the Authority term list, click the authorized term "Cataloging in publication."

9. Click **Get From List**.

10. Click **Next**.

11. Click **OK**.

12. Click **Save**.

Exercise 3 – Duplicating a title

1. Within the Titles group of wizards, click the *Duplicate Title* wizard.

2. Type in the search terms "public relations in schools."

3. Click **Search** or press the Enter key.

4. Place the cursor in Contents area of the 250 field and modify the edition (3rd to 5th).

5. Tab over to or click on the Contents area of the 260 field.

6. Change the date in subfield c to the current year.

7. Tab over to or click on the Contents area of the 300 field.

8. Change the number of pages to 252.

9. Click the **Call Number/Item** tab.

10. Enter a call number for the Arrowood library.

11. Using the drop down fields, make any necessary changes to the Home Location, Item Type, and Item categories.

12. If necessary, enter a price of the item.

13. Type in the item ID – 31000105532112.

14. Click **Save**.

Exercise 4 – Adding call number and item records to a new title

1. Within the Common Tasks group of wizards, click *the Call Number and Item Maintenance* wizard.

2. Click the blue hyperlinked title which should be the record you just duplicated or search for the title, if necessary.

3. Click the **Call Number/Item** tab.

4. Click **Add Call Number**.

5. Using the drop down, select the CAFFEY library from the list.

6. Click **OK**.

7. If necessary, make changes to the Caffey call number.

8. Using the drop down fields, make any necessary changes to the Home Location, Item Type, and Item categories.

9. If necessary, enter a price of the item.

10. Type in the item ID – 31000108395288.

11. Click **Save**.

12. Click **Close**.

Exercise 5 – Adding an item record

1. Open the Call Numbers and Items group of wizards.

2. Click the *Add Item* wizard.

3. Perform a title search for one of the following search terms:

   - Burning bright

   - Nutrition essentials for nursing practice

4. If your search terms result in a hit list, double-click the appropriate title or highlight it and click Modify.

5. Click **Add Item**.

6. Using the drop down fields, make any necessary changes to the Home Location, Item Type, and Item categories.

7. If necessary, enter a price of the item.

8. Type in the item ID – 31000107389554.

9. Click **Save**.

10. Click **Close**.

Exercise 6 – Global item modification

1. Within the Call Numbers and Items group of wizards, click the *Global Item Modification* wizard.

2. Using the Item Type drop down, select the value to BOOK.

3. Using the Home Location drop down, select the value to STACKS.

4. Using the Circulate drop down, select Yes.

5. Type in Item ID field 31070000547949.

6. Press the Enter key or click **Modify**.

7. Type in the Item ID field 31070000547956.

8. Press the Enter key or click Modify.

9. Click **Close**.

If you have time, use the *Global Call Number Modification* wizard to remove the REF prefix of the call number for the following title: <u>Ancient Europe 8000 B.C.</u>

1. Within the Call Numbers and Items group of wizards, click *the Global Call Number Modification* wizard.

2. Click the blue hyperlinked title which should be the record you just modified.

3. Click the Modify Call Number Prefix option.

4. Click the Delete option.

5. Within the tree, click the check box next to the title.

6. Click **Yes**.

7. Click **Close**.

Exercise 7 – Deleting a call number and item

Deleting items with the Call Number and Item Maintenance wizard

1. Within the Common Tasks group of wizards, click the *Call Number and Item Maintenance* wizard.

2. Type in the search terms "public relations in schools."

3. If your search terms result in a hit list, double-click the appropriate title or highlight it and click **Modify**.

4. Click the **Call Number/Item** tab.

5. Highlight the copy you want to delete.

6. Click **Delete**.

7. Click **Yes**.

8. Click **Close**.

Deleting items with the Delete Title, Call Numbers or Items wizard

1. Open the Titles group of wizards, and click the *Delete Title, Call Numbers or Items* wizard.

2. Type in the search terms "public relations in schools."

3. Click the check box next to the item you want to delete.

4. Click **Delete**.

5. Click **Close**.

Exercise 8 – Deleting a title

1. Within the Titles group of wizards, click the *Delete Title, Call Numbers or Items* wizard.

2. Type in the search terms "creativity in the music classroom."

3. Click the check box next to the Item ID.

4. Click **Delete**.

5. Click **Yes** to remove the title.

6. Click **Close**.

Exercise 9 – Using SmartPort

1. Within the Common Tasks group of wizards, click the *SmartPort* wizard.

2. Select the check box for Library of Congress Catalog (LC).

3. Click **Connect**.

4. Type the ISBN and click **Search** or change the Index to Title, type in the title, and click **Search**.

5. Highlight the title in the search results screen and click **Capture**.

6. Click **OK**.

7. Click **Save**.

8. Click **Close**.

9. Click **Close**.

10. Within the Common Tasks group of wizards, click the *Call Number and Item Maintenance* wizard.

11. Click the blue hyperlinked title which should be the record you just added to the catalog.

12. Click **Add Item**.

13. Using the drop down fields, make any necessary changes to the Home Location, Item Type, and Item categories.

14. If necessary, enter a price of the item.

15. Type in the item ID – 31000104453889.

16. Click **Save**.

17. Click **Close**.

Exercise 10 – Loading bibliographic records using a report

1. Navigate to the Utility toolbar.

2. Click the *MARC Import* wizard.

3. Open the *Source* gadget and select the Desktop button at the left.

4. Open the Cat folder on the computer desktop and select the file named "Bibload.txt."

5. Click **OK**.

6. Enter a destination name such as "test." Avoid using special characters and punctuation.

7. Click **Import**.

8. Click **No** to the question "Are there more files to upload?"

9. Use the X to close Notepad.

10. Click **Cancel**.

11. Go to the Reports toolbar.

12. Click the *Schedule New Reports* wizard.

13. Double-click the Load Bibliographic Records template report or highlight it and click **Schedule**.

14. Click the **Load** tab.

15. Using the File to Load drop down, select the file you just uploaded.

16. Click **Run Now**.

17. Click **Display Finished Reports**.

18. If you report does not immediately appear, click the *Refresh Report List* helper.

19. Double-click the finished report or highlight it and click **View**.

20. Click **OK**.

Exercise 11 – Modifying a title

1. Navigate to the Cataloging toolbar.

2. Open the Titles group of wizards and click the *Modify Title* wizard.

3. Search for the first title of the records recently loaded into the catalog.

4. If more than one record matches your search, select the one you want and click **Modify Title**.

5. In the **Bibliographic** tab, right-click on an existing tag in the area where a 700 field should be added.

6. Click **Add Field Before** or **Add Field After** depending on where you need to place the tag.

7. Type the tag number, 700.

8. Press the Tab key twice or click in the new Contents field for the 700 tag.

9. Enter your name as an Added Author.

10. Right-click on any unnecessary local 9XX tags or Undefined tags and click Delete.

11. Click the **Call Number/Item** tab.

12. Enter a new Call Number.

13. Change the Class Scheme, if necessary.

14. Make any necessary changes to the item information such as Home Location, Item Type, Item categories, and/or price.

15. Click **Save**.

16. Click **Close**.

Exercise 12 – Using Item Group Editor

1. Within the Cataloging toolbar, open the Call Numbers and Items group of wizards.

2. Click the *Item Group Editor* wizard.

3. Click the *Item Type* gadget.

4. Double-click NEW-BOOK in the List to Choose from or highlight it and click the right-facing arrow.

5. Click **OK**.

6. Click **Search**.

7. Click the *Add All* tool.

8. Click **Create Group**.

9. Type in the Group ID or select AUTO from the drop down.

10. Click **Create Group**.

11. Click **OK**.

12. Click **Close**.

13. Click the *Item Group Editor* wizard.

14. Click the *Item/Group Search* helper.

15. Type in the Group ID just created.

16. Click **Manage Group**.

17. Click **Edit Items**.

18. Using the Type drop down, select BOOK in the list.

19. Click **Edit Items**.

20. Click **Close**.

21. Click **Close** to exit the wizard.

Exercise 13 – Creating a label template

1. Within the Cataloging toolbar, click the *Label Template* wizard.

2. Click **Add**.

3. Type a Name for the template and click OK.

4. Click **Modify**.

5. Click the **Page** tab.

6. Using the drop down, change the Measurement Units to Inches or Centimeters.

7. Verify Margins are set to 0.00.

8. Click the **Label Set** tab.

9. Under Dimensions, enter 3.09cm or 1.22" for the Width.

10. Enter 3.47cm or 1.37" for the Height.

11. Under Number, enter 6 Across and 8 Down.

12. Click the **Label** tab.

13. Click the Add Label button to populate the Label Set Preview area.

14. Under Positions, enter 0.09cm or 0.04" for the Top.

15. Enter 0.13cm or 0.05" for the Left.

16. Under Dimensions, enter 2.89cm or 1.14" for the Width.

17. Enter 3.32cm or 1.31" for the Height.

18. Under Text Margins, enter 0.25cm or 0.10" for Horizontal.

19. Enter 0.20cm or 0.08" for Vertical.

20. Within the Configure Element area, use the Type drop down and select Call/Copy.

21. Click the Value drop down and select Call Number*.

22. Change the Maximum Number of Lines to 5 or 6.

23. Click the **Configure** button below the drop down fields.

24. Under Sample to Test, enter a call number valid for your library or institution.

25. Using the options given, make any necessary changes to configure the call number output.

26. Click **OK**.

27. Click **Add Line**.

28. Using the Type drop down, select Call/Copy.

29. Using the Value drop down, select Library*.

30. Click **Save**.

31. Click **Return to List**.

32. Highlight the template you just created and click **Default**.

Exercise 14 – Printing labels within a wizard

1. Within the Cataloging toolbar, open the *Call Number and Item Maintenance* wizard.

2. Search for one of the following titles:

    - The Da Vinci Code (FIC BRO)

    - Encyclopedia of education (NEWT REF LB15 .E47 2003)

3. Within the **Call Number/Item** tab, highlight the title.

4. Click the helper with the printer and magnifying glass. This is the *Select an Item to Print Preview and Print One or More Labels* helper.

5. Click **Close**.

6. Click **Close**.

Exercise 15 – Printing labels in batch

1. Navigate to the Reports toolbar.

2. Click the *Schedule New Report* wizard.

3. Click the **Bibliographic** tab.

4. Double-click the Print Custom Labels report or highlight it and click Schedule.

5. Click the **Item IDs** tab.

6. Open the *Item IDs* gadget.

7. Type 30947000251302 and click **Add**.

8. Type 31070000042669 and click **Add**.

9. Type 31070000024360 and click **Add**.

10. Click **Save**.

11. Click the **Label Template** tab.

12. Using the Label Templates drop down, select the appropriate label.

13. Click **Run Now**.

14. Click Display Finished Reports.

15. If your report does not immediately appear, click the *Refresh Report List* helper.

16. Double-click the finished report or highlight it and click **View**.

17. Uncheck the box next to View Log.

18. Click **OK**.

19. Use the "X" to close out of the print preview. Do not print the labels.

Exercise 16 – Transferring items

1. Navigate to the Cataloging toolbar and open the Special group of wizards.

2. Click the *Transfers* wizard.

3. Search for the title <u>The Da Vinci code</u>.

4. Click **Add to Tree**.

5. Click the + sign next to the title.

6. The + signs next to each call number for the two libraries.

7. Highlight the first two copies under the ARROWOOD library call number. (Use your Ctrl key to highlight both of them.)

8. Click **Retain for Transfer**.

9. Highlight the CAFFEY call number.

10. Click **Transfer**.

11. Click **OK**.

12. Click **Close**.

Exercise 17 – Binding titles

1. Within the Cataloging toolbar, open the Special group of wizards.

2. Click the *Bound-withs* wizard.

3. Search for the title <u>The origin of the species by means of natural selection</u>.

4. Click **Add to Tree**.

5. Search for the title <u>The portable Darwin</u>.

6. Click **Add to Tree**.

7. Highlight <u>The portable Darwin</u>.

8. Click **Retain for Linking**.

9. Click the + sign next to the title <u>The origin of the species by means of natural selection</u>.

10. Highlight the Item ID of the record.

11. Click **Link**.

12. Click **OK**.

13. Click **Close**.